

NORTH HERTFORDSHIRE DISTRICT COUNCIL



Publication Date

Our Ref Hitchin Committee/Meeting Date
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To: Members of the Committee: Councillor Ian Albert (Chair), Councillor Clare Billing (Vice-Chair), Councillor Judi Billing MBE, Councillor Val Bryant, Councillor Paul Clark, Councillor Sam Collins, Councillor Elizabeth Dennis-Harburg, Councillor Simon Harwood, Councillor Keith Hoskins MBE, Councillor Mike Hughson, Councillor Nigel Mason, Councillor Kay Tart and Councillor Richard Thake

NOTICE IS HEREBY GIVEN OF A

MEETING OF THE HITCHIN COMMITTEE

to be held in the

CHRISTCHURCH HITCHIN

On

TUESDAY, 12TH OCTOBER, 2021 AT 7.30 PM

Yours sincerely,

Jeanette Thompson
Service Director – Legal and Community

****MEMBERS PLEASE ENSURE THAT YOU DOWNLOAD ALL AGENDAS AND REPORTS VIA THE MOD.GOV APPLICATION ON YOUR TABLET BEFORE ATTENDING THE MEETING****

Agenda

Part I

Item		Page
1.	APOLOGIES FOR ABSENCE	
2.	MINUTES - 2 MARCH 2021, 15 JUNE 2021, 8 JULY 2021 To take as read and approve as a true record the minutes of the meetings of the Committee held on the 2 March 2021, 15 June 2021 and 8 July 2021.	(Pages 5 - 26)
3.	NOTIFICATION OF OTHER BUSINESS Members should notify the Chair of other business which they wish to be discussed at the end of either Part I or Part II business set out in the agenda. They must state the circumstances which they consider justify the business being considered as a matter of urgency. The Chair will decide whether any item(s) raised will be considered.	
4.	CHAIR'S ANNOUNCEMENTS Members are reminded that any declarations of interest in respect of any business set out in the agenda, should be declared as either a Disclosable Pecuniary Interest or Declarable Interest and are required to notify the Chair of the nature of any interest declared at the commencement of the relevant item on the agenda. Members declaring a Disclosable Pecuniary Interest must withdraw from the meeting for the duration of the item. Members declaring a Declarable Interest, wishing to exercise a 'Councillor Speaking Right', must declare this at the same time as the interest, move to the public area before speaking to the item and then must leave the room before the debate and vote.	
5.	PUBLIC PARTICIPATION To receive petitions, comments and questions from the public, including presentations from: <ul style="list-style-type: none">• A Hitchin based Young Person, to feedback from discussions at the Cabinet Panel on Community on 30 September 2021.• Chris Dell – Peace Garden Sculpture	
6.	HITCHIN BID MANAGER To receive a verbal presentation from the Hitchin BID Manager.	
7.	INFORMATION NOTE AND GROUP DISCUSSION INFORMATION NOTE OF THE SERVICE DIRECTOR REGULATORY To consider the Information Note entitled 'Unemployment, Furlough, Vacancies and Town Centre Activity in Hitchin'.	(Pages 27 - 38)

8. GRANT APPLICATIONS AND COMMUNITY UPDATE (Pages
UPDATE FROM THE ASSISTANT COMMUNITIY ENGAGEMENT OFFICER 39 - 50)

To advise the Members on the current expenditure and balances of the Committee Grant budgets.

To bring to the Members' attention recent requests received for Committee grant funding, made by community groups and local organisations, including presentations from:

- Paul Dee – Hitchin Allotments Association
- Aletheia Mashiri and Emma Clarke - Getting Rooted C.I.C. for 'Ron's Plot' Community Allotment Garden
- Robert Bentley – Letchworth and Hitchin Sea Cadets

To advise of the activities and schemes with which the Community Engagement officers have been involved in.

To bring to the Members' attention some important community-based activities that will take place during the next few months.

9. CHARNWOOD HOUSE UPDATE (Pages
REPORT OF THE SENIOR ESTATES SURVEYOR 51 - 86)

To update the Committee on the outcome of the community engagement exercise for Charnwood House.

To request the Committee's approval to seek Cabinet's authority to dispose of Charnwood House by way of a lease of maximum term of 99 years, and to seek Cabinet's authority to market the property for leasing by informal tender.

10. SECTION 106 ANNUAL UPDATE (Pages
REPORT OF THE PLANNING CONTROL AND CONSERVATION 87 - 114)
MANAGER

To provide the Hitchin Area Committee with an annual update on Section 106 Obligations in their area

11. WARD MATTERS AND OUTSIDE ORGANISATIONS - MEMBERS' REPORTS

To receive any verbal reports from Members regarding Ward matters and Outside Organisations, including:

- Councillor Keith Hoskins and Glynn Doggett to report on the success of The Dell Project and Hitchin Festival.

12. POSSIBLE AGENDA ITEMS FOR FUTURE MEETINGS

The Chair to lead a discussion regarding possible agenda items for future meetings.

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Public Document Pack Agenda Item 2

NORTH HERTFORDSHIRE DISTRICT COUNCIL

HITCHIN COMMITTEE

MEETING HELD AS A VIRTUAL MEETING ON TUESDAY, 2ND MARCH, 2021 AT 7.30 PM

MINUTES

Present: Councillors: Ian Albert (Chair), Clare Billing (Vice-Chair), Judi Billing, Val Bryant, Paul Clark, Sam Collins, Elizabeth Dennis-Harburg, Simon Harwood, Keith Hoskins, Mike Hughson, Martin Stears-Handscomb and Richard Thake

In Attendance: Christopher Robson (Senior Estates Surveyor), Claire Morgan (Community Engagement Team Leader) and William Edwards (Committee, Member and Scrutiny Officer), Darryl Simmonds (Senior Customer Services Assistant)

Also Present: At the commencement of the meeting approximately 6 members of the public, including registered speakers.

41 WELCOME AND REMOTE/PARTLY REMOTE MEETINGS PROTOCOL SUMMARY

Audio Recording – 9 seconds.

The Chair welcomed everyone to this virtual Hitchin Committee meeting that was being conducted with Members and Officers at various locations, communicating via audio/video and online and advised that there was the opportunity for the public and press to listen and view proceedings.

The Committee, Member and Scrutiny Officer gave advice regarding the following:

- Attendance;
- Live Streaming;
- Noise interference;
- Voting.

The Chair, Councillor Ian Albert, started the meeting proper.

42 APOLOGIES FOR ABSENCE

Audio recording – 3 minutes 25 seconds.

Apologies for absence were received from Councillor Kay Tart.

43 MINUTES - 10 MARCH 2020 TO 1 DECEMBER 2020

Audio Recording – 8 minutes 10 seconds.

RESOLVED:

- (1) That the Minutes of the Meeting of the Hitchin Committee held on 30 June 2020, 29 September 2020, 1 December 2020 be approved as a true record of the proceedings

- (2) That the Committee, Member and Scrutiny Officer be authorised to apply the Chair's digital signature to the minutes approved.

44 NOTIFICATION OF OTHER BUSINESS

Audio recording – 9 minutes 20 seconds.

There was no other business notified.

45 CHAIR'S ANNOUNCEMENTS

Audio Recording – 9 minutes 29 seconds.

- (1) The Chair welcomed those present at the meeting, especially those who had attended to give a presentation;
- (2) The Chair advised that, in accordance with Council Policy, the meeting would be audio recorded;
- (3) The Chair drew attention to the item on the agenda front pages regarding Declarations of Interest and reminded Members that, in line with the Code of Conduct, any Declarations of Interest needed to be declared immediately prior to the item in question.
- (4) The Chair advised that some of the speakers listed under Item 8 – Public Participation would be invited to address the Committee alongside the other agenda items with which they were concerned.

46 MESSAGE FROM THOMAS FESER - LORD MAYOR OF BINGEN AM RHEIN

Audio Recording – 3 minutes 42 seconds.

The Committee received and viewed a video message from Thomas Feser, Lord Mayor of the City of Bingen am Rhein twinned with Hitchin.

The Chair conveyed a message of thanks from the Committee and the Hitchin Town Twinning Association.

47 HERTFORDSHIRE CONSTABULARY

Audio Recording – 10 minutes 45 seconds.

Sergeant Alan Clarke, Hertfordshire Constabulary, presented the annual update on crime reporting and prevention in the Hitchin Committee area. The following information was provided:

- COVID and lockdown measures had a significant impact on crime reporting;
- The comparison provided compared 1 April 2020 – 1 March 2021 with the same period in previous years;
- There were 1660 crimes recorded in the Hitchin area during the year, down 20% from the previous year;
- This was in part due to COVID.

Burglary

- Residential - 51 reports, down from 77 the year prior.
- Business - 34 offences, down from 53.

Theft from Motor Vehicle

- 60 reported offences, down from 70

Domestic Abuse

- Members will have seen awareness material and discussion in the media around domestic abuse
- Reports of domestic abuse in the North Hertfordshire area as a whole were down by 14%

Robberies

- 13 reports, down from 22
- 1 reported robbery of a business

Violence against the Person

- 593 reports, down from 682

Criminal Damage

- 177 reports, down from 254

Theft

- From shops: 130 reported, down from 153
- Theft from persons tended to be targeted against the elderly;
- Theft from persons had an 80% decrease on last year, with 10 reports

Drugs

- Up slightly, to 91 reports from 89 in the previous year
- Every drugs offence recorded has a positive outcome in that possession is identified

Anti-social Behaviour

- Large decrease in antisocial behaviour rules, by and large due to lockdown regulations

Neighbourhood Watch

- There had been positive uptake in the Hitchin Area for the neighbourhood watch/OWL service, approximately 25% of households in Hitchin were registered

Other Matters

- Priority Setting forums had to go virtual;
- The meeting in December determined the two priorities for the service were speeding and drugs (with related antisocial behaviour)
- The next priority setting forum would be in the week commencing 12 April 2021;

The following Members asked questions:

- Councillor Paul Clark
- Councillor Judi Billing
- Councillor Clare Billing
- Councillor Richard Thake

In response to questions Sergeant Alan Clarke responded as follows:

- Hitchin ward councillors will be invited to the next priority setting forum;
- The constabulary were supportive of any effort to gain evidence of offences around Woodside Car Park and would continue discussions outside of this meeting;
- Responsibility for parking enforcement sat with civil enforcement officers but patrol routes could be used to ensure problem areas were well monitored;

- If Members or the public had concerns about dangerous parking or wilful obstruction they should contact 111;
- Virtual consultation for priority setting was at this time by survey/email but video meetings were a possibility;
- It was important not to take a reduction in reported domestic abuse cases as positive news at face value. Reporting indicates confidence from the public in the ability to address domestic abuse issues and it was known that cases are underreported.
- There was a dedicated team in the constabulary for responding to domestic abuse cases and great importance was placed on the issue by the police.

The Chair thanked Sergeant. Alan Clarke and the Hertfordshire Constabulary for their work in the Hitchin area.

48 PUBLIC PARTICIPATION - GETTING ROOTED CIC

Audio recording – 33 minutes 32 seconds.

The Chair invited Ms Aletheia Mashiri – Getting Rooted CIC to present to the Committee in support of their grant application.

Ms Aletheia Mashiri gave a presentation including:

- Their project was based in Ron's Plot, a community allotment in Westmill, and focussed on maintaining the allotment, growing produce, and sharing the benefits of the allotment with the community;
- Getting Rooted CIC promoted permaculture values of caring for the community and the earth, and sharing the produce of their work, which tied in with the values of NHDC;
- Getting Rooted CIC offered training courses for volunteers and staff at a range of levels;
- Courses had continued throughout lockdown where possible and were made COVID-safe with social distancing, timetabling, and outdoor work;
- Gardening at the allotment had many mental health and social wellbeing benefits, and the project promoted growth and learning in its volunteers and members;
- Getting Rooted CIC was interfacing with pre-school settings to widen their teaching offer.

The Chair thanked Ms Aletheia Mashiri for her presentation.

N.B The details of the decision relating to the grant application of Getting Rooted CIC are detailed at Minute 55 – Grant Application – Getting Rooted CIC.

49 PUBLIC PARTICIPATION - HITCHIN BAND

Audio Recording – 1 hour 5 minutes.

The Chair invited Mr Allan Hooker, Mr Keith Birch and Ms Dinah Birch to present to their paper on accommodation from Hitchin Band.

The Chair thanked the representatives from Hitchin Band for their presentation.

N.B In view of later discussion regarding community space for organisations in Hitchin the debate and decision regarding this presentation has been included at Minute 56 – Ward Matters and Outside Organisations.

50 HITCHIN BID MANAGER

Audio recording – 46 minutes.

Mr Tom Hardy, Hitchin BID Manager, thanked the Chair for the opportunity to address the Committee and gave a verbal presentation regarding the issues and activities in Hitchin Town Centre and drew attention to the following:

- A newsletter from the BID would be released at the end of the month laying out the town centre re-opening plan;
- The BID had moved quickly on business support during lockdown with successful email updates and subsidised PPE purchases;
- The Eat al Fresco project had been a success and was due to return on 12 April in the market place; it was suggested to Councillors that they consider opening up Bancroft Gardens as a location for outdoor dining;
- The Christmas Market planned for 3 weeks last year lasted for two and a half but was otherwise successful;
- A new shopping map highlighting independent stores and eateries with an online version was being developed;
- The Hitchin Basket Project was expanding with increased e-commerce options;
- A QR code scheme to allow online purchase of goods visible in shop windows was being developed, facilitating events like night markets;
- Outdoor hand sanitisation stations in town had been vandalised but lasted for the last 12 months with continuous use;
- The re-opening project had four main objectives of reminding the public about the stores open, reassuring the public it was safe to shop, encouraging the public to visit the town centre, and promoting the features of Hitchin's unique offer;
- Various online social media campaigns were in development and the newspaper going to print featured good news stories and business promotion of events for the next 12 months, as well as a piece from NHDC and the North Herts Museum;
- A promotional video would be released;
- The Pubwatch group and night rangers would be returning to action and the town centre ranger team was currently dealing with shoplifting and graffiti work;
- The discount commercial waste management scheme would restart and the cardboard collection team was currently busy;
- Floral displays in the town centre would be added to with EU funding and spaced to promote social distancing;
- Awards would be given to businesses that persevered through the pandemic;
- An audit was being carried out on bollards and green box electrical cupboards that needed repainting;
- The spring cleanup in April was going ahead;
- The Hitchin BID Manager now sat on the Hitchin Markets Board and new traders were coming to the market;
- No large town events were planned until June and discussions were underway with Hitchin Festival and Councillor Keith Hoskins regarding the use of the Dell;
- Plans were in place for street days to continue, with the beach returning on the market place, food festivals planned, the French market in October, and the return of the Christmas Markets planned for December;
- In 2020 Hitchin lost 17 businesses and gained 18, with new stores including a furniture shop, estate agents, a law firm, and a baby & pram shop;
- There were some problems with a vendor on the market making use of a peddler's license.

The following Members asked questions:

- Councillor Keith Hoskins
- Councillor Elisabeth Dennis-Harburg
- Councillor Dr Simon Harwood

In response to questions Mr Tom Hardy advised:

- The BID still had stores of reusable Hitchin branded cups and planned to re-release them and continue the Refill/Reuse campaign post-pandemic. Many businesses in Hitchin still offered discounts for reusable cups.

51 CITIZENS ADVICE NORTH HERTFORDSHIRE - PROVISION OF SERVICES IN HITCHIN

Audio Recording – 1 hour 22 minutes.

Ms Rosie Waters, CEO North Hertfordshire Citizens Advice thanked the Chair for the opportunity to address the Committee and gave a presentation regarding the future provision of services in the Hitchin area and the accommodation needs of the Citizens Advice service including:

- Citizens Advice had supported 671 clients with a Hitchin address in the last year;
- Clients in Hitchin brought more overlapping issues in need of advice indicating additional layers of complexity and vulnerability in the community;
- Universal Credit had been a top issue, followed by other benefits including Personal Independence Payments, Employment Support Allowance, issues around debt, housing and unemployment;
- Citizens Advice was rethinking its face to face provision in the District and in Hitchin had additional concerns about their current use of Thomas Bellamy House;
- Pre-pandemic it was open two days a week but during COVID restrictions face to face contact had been limited, providing an opportunity to reconsider the way forward before re-opening;
- Before the pandemic a few hundred Hitchin clients would travel to Letchworth on the basis that Thomas Bellamy House appeared closed or inaccessible, and its location in town was not the most desirable for a welcoming public advice service;
- It was not a fully accessible building which caused problems for clients with accessibility needs;
- Citizens Advice had developed their multi-channel advice service making use of telephone, webchat, email and video conferencing calls but found that face to face advice was essential for vulnerable residents and complex needs; face to face contact would have to return while alternative provision continued;
- There were three main options for the return of face to face service and the Committee was being asked for its input in deciding between the options: staying at Thomas Bellamy House, dispensing with permanent premises and developing a rolling in-reach schedule, or finding alternative premises in a more prominent part of town;
- Permanent premises would require the use of 2-3 rooms, with space to conduct confidential meetings, but Citizens Advice was more than happy to share with other community organisations;
- Citizens Advice aimed to restart face to face provision at Stage 2 of the Government pandemic recovery roadmap, making use of outdoor spaces – re-opening an office space would wait until one of the options outlined above had been settled on.

The Chair thanked Ms Rosie Waters for her presentation.

The following Members asked questions and contributed to the discussion:

- Councillor Keith Hoskins
- Councillor Simon Harwood
- Councillor Ian Albert
- Councillor Martin Stears-Handscorn
- Councillor Richard Thake

Points raised included:

- The trust that owned the Sanctuary on the corner of Grove Road and Nightingale Road were looking to dispose of it;
- Creating a community hub would be beneficial, in particular if it involved the re-opening of the credit union;
- Thomas Bellamy House was still viable for use in the short term while the Council looked at other options;
- Purchasing the Churchgate Centre could present a solution;
- The Council should be more ambitious in exploring projects with long term commercial benefit;
- The success of the movable in-reach project should be watched closely as a viable option;
- The County Council should be involved in discussions as a property owner in the Hitchin area;
- Demand for services from Citizens Advice would not decrease.

In response Ms Rosie Waters advised that in the short term it appeared North Herts Citizens Advice would continue to use Thomas Bellamy House as volunteers returned to face to face work, while in the long term they would liaise with the Council and look to move elsewhere while developing their in-reach capacity.

N.B the Chair called for a short break at the conclusion of this item. The Committee reconvened 21:18 and the Committee, Member and Scrutiny Officer conducted a roll-call.

52 DISCUSSION ITEM - CHARNWOOD HOUSE

Audio Recording: 1 hour 51 minutes.

The Chair invited Councillor Keith Hoskins to provide a summary update on the Council's position with respect to Charnwood House.

Mr Bernard Eddleston, Charnwood House Community Management Association (CHCMA), thanked the Chair for the opportunity to address the Committee and gave a presentation Charnwood Management Association's vision regarding the future of Charnwood House as an asset for community use including:

- The CHCMA were pleased with the decision reached by Cabinet and welcomed the opportunity to work with NHDC on a wider resident survey;
- The trustee body needed to be strengthened and an active recruitment campaign for trustees with a range of skills was ongoing;
- They were engaged with positive discussions with the Architectural Heritage Fund and had received encouragement to apply for grant funding;
- In order to make an application the CHCMA needed a letter of support in principal from the Council;
- The CHCMA was willing to discuss providing accommodation with other organisations including North Herts Citizens Advice and the Hitchin Band.

The Chair thanked Bernard Eddleston for his presentation.

The following Members asked questions and took part in the discussion:

- Councillor Judi Billing
- Councillor Ian Albert
- Councillor Keith Hoskins
- Councillor Martin Stears-Handscomb

Points raised included:

- An update on the progress of the resident survey would come soon;
- The issue of museum storage would need to be addressed with a timescale identified;
- The Architectural Heritage Fund could be approached to offer advice on what sort of agreement in principal they would require;
- Progress on this topic was wanted but the practicalities of the arrangement had to be evened out first;
- A letter of agreement in principal would rest on a policy decision which meant referral to internal Council structures.

53 COMMUNITY ASSET TRANSFER - HITCHIN BRIDGE CLUB

Audio Recording – 2 hours 5 minutes.

The Senior Estates Surveyor presented the report entitled “Community Asset Transfer – Hitchin Bridge Club” along with the appendices:

- Community Asset Transfer - Hitchin Bridge Club - Report due to be considered by Cabinet - NHDC CR Estates - 18th Jan 2021
- Appendix A - Site plan of NHDC's freehold recreation ground
- Appendix B - Site plan of HBC's proposed lease demise
- Appendix C - HBC's expression of interest.docx
- Appendix D - Comments from HBC members on benefits of playing bridge
- Appendix E -HBC and its relationship with Hitchin, the local and wider community
- Appendix F - Membership breakdown of HBC
- Appendix G - HBC during Covid-19 lockdown
- Appendix H - NHDC's insight on Community Asset Transfer request by HBC
- Appendix I - Equality Analysis
- Appendix J - Environmental Impact Assessment

The following Members asked questions:

- Councillor Sam Collins
- Councillor Martin Stears-Handscorn
- Councillor Paul Clark
- Councillor Richard Thake

Some Members who also sat on the Planning Control Committee advised that they would not participate in the debate or any vote on this item.

The Chair invited Margaret Eddleston, Hitchin Bridge Club, to address the Committee. Margaret Eddleston gave a presentation including:

- The report presented by the officer contains three proposals, and Hitchin Bridge Club was seeking to recommend that the first of these proposals was actioned;
- A long leasehold on premises for the Bridge Club was the desired option and the limited availability of property on lease was hampering the development of the club;
- If an agreement in principle in support of proposal 1 was given by the Council the Bridge Club could take immediate steps to instruct an architect, apply for planning permission, draft a lease agreement, make funding applications, in line with a detailed business plan;
- The Bridge Club intended to commence a Members' Loan Scheme to raise capital and many of the other services involved in the plan would be provided by club members on a pro bono basis;

- External funding for projects that alleviate loneliness, benefit mental health and promote social cohesion would be forthcoming for a project like this;
- It was unclear why the Community Asset Transfer Policy had been engaged instead of the general power of disposal under S123 Local Government Act 1972 which would have been a preferable option for the Bridge Club;
- The update submitted to the Committee on life as a virtual bridge club have shown increased participation and demand for the club, and also highlight the necessity of physical meetings;
- Other presentations to the Committee had shown the need for premises in Hitchin and the role that co-operation with the Council plays in providing valuable services to the community.

The Chair thanked Margaret Eddleston for her presentation.

The following Members asked questions and took part in the debate:

- Councillor Simon Harwood
- Councillor Richard Thake
- Councillor Keith Hoskins
- Councillor Martin Stears-Handscomb
- Councillor Ian Albert

In response to questions Margaret Eddleston advised:

- The Bridge Club required purpose built accommodations, as did the Band and other community groups; they could not reasonably share a space. Clubs with different activities only routinely shared facilities in a limited fashion;
- The Bridge Club had been looking for accommodation for over 10 years and generating funds for the project every year, with a significant figure in reserve to use meaning fundraising was not starting from nowhere;
- Delaying this project would not benefit the club or the community.

It was:

RECOMMENDED TO CABINET: That Cabinet provides its decision in principle to grant a leasehold interest in land at Cadwell Lane, Hitchin to Hitchin Bridge Club as per Recommendation 2.1 in the report due to be considered by Cabinet on 16 March 2021.

REASON FOR RECOMMENDATION: To ensure that Hitchin Committee is able to comment on the report entitled Community Asset Transfer – Hitchin Bridge Club.

54 GRANTS & COMMUNITY UPDATE

Audio Recording – 42 minutes 55 seconds.

The Community Engagement Team Leader presented the report entitled Grants & Community Update in addition to Appendix A.

The Community Engagement Team Leader drew attention to the grant funding allocations made throughout the year and indicated the amount remaining to be carried over in the budget if the Committee was minded to grant the application considered at this meeting.

RESOLVED:

- (1) That the actions taken by the Community Engagement team to promote greater community capacity and well-being for Hitchin be endorsed.

- (2) That the report entitled Grants & Community Update be noted.

REASONS FOR DECISION:

- (1) To ensure the Committee is kept informed of the work of the Community Engagement Team.
- (2) To inform Members of the financial resources available to the Committee. It draws attention to the current budgetary situation by assisting in the effective financial management of the Area Committee's budget. This ensures that all actions are performed in line with the Authority's Financial Regulations, the Council's Constitution, and the guidance of the existing Grants policy as agreed by Cabinet in January 2020.

55 GRANT APPLICATION - GETTING ROOTED CIC

Audio Recording – 44 minutes 26 seconds.

RESOLVED: That grant funding of £1070 be awarded to Getting Rooted CIC to assist with the cost of training volunteers working at the Ron's Plot project.

REASONS FOR DECISION: The awarding of financial assistance to voluntary organisations and the use of discretionary spending allows the Committee to further the aims of the Council Plan.

56 WARD MATTERS AND OUTSIDE ORGANISATIONS - MEMBERS' REPORTS

N.B the foregoing is the minute of the discussion and decision regarding accommodation for Hitchin Band.

Audio Recording: 1 hour 5 minutes.

Mr Keith Birch – Hitchin Band presented their paper entitled "A permanent home for Hitchin Band" and highlighted the following:

- Hitchin Band had been established and representing the town for 155 years at competitions and concerts;
- 35% of its members were women and it had an average age of 42 with a growing number of young members;
- They had a successful Championship section which competed on the national and international stage in competitive brass band events;
- The Hitchin Youth Brass Band was formed in 2009 providing tuition to children, outreach in schools, with a subscription of very low subscription fee to maximise accessibility;
- Youth Band members have progressed on to the senior band section or have joined the Community Brass section which provides a forum for members to play music without the pressure of a competitive environment;
- Hitchin Band represents the town, provides entertainment, and has a worldwide reach online, and raises money for other charities as well as providing education and skills development for members;
- The Band required suitable premises that could accommodate their storage needs and sound proofing requirements;
- With adequate space the Band could expand to have two youth groups and an intermediate contest band to bridge the gap between the youth section and the senior band which many members find difficult;
- Hitchin Band has been in dialogue with other brass bands of a similar kind which have had success in finding suitable premises to address these issues;

- The Band had been based at Hitchin Rugby Club for over 13 years which was more comfortable than some previous accommodations – with heating and toilets – but was not perfect for their needs;
- The Rugby Club was also planning to move;
- The Band needed a home to accommodate use 3 to 4 nights a week with storage, rehearsal space, and noise dampening;
- Rental options were not felt to be viable; lack of certainty for the future of the band was hampering progress;
- The options which had been considered in detail were purpose building a site or conversion of an existing building;
- Amersham Brass Band, a similar organisation to Hitchin Band, had success raising around £1 million in 5 years to purpose build their premises, and it was felt that Hitchin Band could achieve similar results;
- Key to fundraising would be finding a building available for long term lease as an option on a site would form the focus of fundraising;
- The Band requested the Council to consider whether a suitable plot of land or an existing site was available.

The following Members asked questions and took part in the discussion:

- Councillor Simon Harwood
- Councillor Judi Billing
- Councillor Keith Hoskins
- Councillor Ian Albert
- Councillor Paul Clark

RECOMMENDED TO CABINET:

- (1) That consideration be given to the need for community space in Hitchin for a number of organisations, including Hitchin Band, Citizens Advice North Herts and Hitchin Bridge Club;
- (2) That Officers be encouraged to engage with these groups in order to make initial enquiries regarding need and future options that may be available.

REASON FOR RECOMMENDATION: To promote the development of local organisations which provide benefits to the Hitchin community.

Audio Recording – 2 hours 34 minutes.

The Chair led a discussion on the proposed 2021/2022 Inflationary Tariff Increases for NHDC Off-Street Managed Car Parks.

The following Members took part in the discussion:

- Councillor Paul Clark
- Councillor Richard Thake
- Councillor Keith Hoskins
- Councillor Simon Harwood
- Councillor Martin Stears-Handscomb

Issues raised included:

- Charges were not raised last year and if they are not raised this year revenues would struggle to break even in view of increased costs;

- Members were conscious that raising charges during a post-pandemic recovery period could have an impact on businesses;
- The 1 hour charge had remained static;
- Rounding up to the nearest 5 pence was related to the prevalence of app/telephone based payments
- There was the option to delay the increase in charges to June/July/September to accommodate a pandemic recovery period;
- There was widespread disruption when responsibility for parking charges and enforcement came in to NHDC control without notice;
- The balance of car parking available in the estate should be re-evaluated to feature less expensive short to medium term parking with high charges for very long stays to encourage access to the town and shops;
- Price increases should be based on the rate of inflation;
- Raising parking charges always led to ill feeling and should be counterbalanced by improvements in alternative payment methods, more accurate time recording, discounts for electric vehicles;
- It was important that cash- or card- at terminal payment options continued for accessibility reasons;
- Other methods of payment should be explored for convenience and accuracy.

RECOMMENDED TO CABINET:

- (1) That the Proposed 2021/2022 Inflationary Tariff Increases for NHDC Off-Street Managed Car Parks be implemented;
- (2) That Officers be encouraged to review the balance of short, mid-term and long stay spaces in the car parking estate in Hitchin;
- (3) That Officers be encouraged to explore options for pay-on-exit or other alternative payment collection systems to facilitate ease of use and accurate charges.

REASONS FOR RECOMMENDATIONS: To protect and support the economic vitality of Hitchin town centre while respecting the need to meet revenue needs in the car parking estate.

57 POSSIBLE AGENDA ITEMS FOR FUTURE MEETINGS

Audio recording – 2 hours 50 minutes.

The Chair requested that, should any Members have any suggestions for agenda items for future meetings, they advise himself and the Committee, Member and Scrutiny Officer.

Audio Recording of Meeting

The meeting closed at 10.23 pm

Chair

Public Document Pack

NORTH HERTFORDSHIRE DISTRICT COUNCIL

MEETING OF THE MEMBERS OF THE HITCHIN COMMITTEE

MEETING HELD AS A REMOTE MEETING ON TUESDAY, 15TH JUNE, 2021 AT 7.30 PM

NOTES

- Present:** *Councillors: Ian Albert, Clare Billing, Judi Billing, Val Bryant, Paul Clark, Sam Collins, Elizabeth Dennis-Harburg, Simon Harwood, Keith Hoskins, Mike Hughson, Nigel Mason and Richard Thake*
- In Attendance:** *Danny Pearson (Assistant Community Engagement Officer), Hilary Dineen (Committee, Member and Scrutiny Manager) and Anna Gouveia (Committee, Member and Scrutiny Officer)*
- Also Present:** *At the commencement of the meeting 2 members of the public, including registered speakers.*

1 WELCOME

Audio recording – 14 seconds

The Committee, Member and Scrutiny Manager welcomed everyone to this virtual meeting of Members of the Hitchin Committee that was being conducted with Members and Officers at various locations, communicating via audio/video and online.

She undertook a roll call to ensure that all Member, Officers and members of the public could hear and be heard.

The Committee, Member and Scrutiny Manager outlined the meeting procedure as follows:

- This was not a formal meeting of the Hitchin Committee;
- At the request of Members this virtual meeting had been called to allow for informal discussion of ward matters and to keep Members informed of local issues;
- This meeting had no decision-making powers;
- The reports presented at this meeting were for Members' information only;
- Members should observe the usual guidance on the conduct of remote meetings as outlined in the previous Remote/Partly Remote Meetings protocol;
- Members should note that the normal requirements to declare interests remained in place for this meeting.

2 TO ELECT AN INDIVIDUAL TO CHAIR THE VIRTUAL MEETING

Audio recording – 2 minutes 57 seconds

The Committee, Member and Scrutiny Manager advised that the first order of business was to elect a Chair for this meeting.

Any Member elected as Chair would be for this meeting only. The Chair of the Committee for the Civic Year 2021/22 would be elected either at full Council or at the next meeting of this Committee.

The Committee, Member and Scrutiny Manager called for nominations for a Chair of this meeting.

Councillor Hoskins proposed that Councillor Ian Albert be elected as Chair of the meeting. Councillor Mike Hughson seconded the proposal.

There being no other nominations it was:

AGREED: That Councillor Ian Albert be elected as Chair for this meeting of the Members of the Hitchin Committee.

3 APOLOGIES FOR ABSENCE

Audio recording – 4 minutes 35 seconds

Apologies for absence were received from Councillor Kay Tart.

4 NOTIFICATION OF OTHER BUSINESS FOR DISCUSSION

Audio recording – 4 minutes 51 seconds

The Chair advised that Councillor Simon Harwood would be talking about King George V Playing Fields under Wards Matters (Note 9 refers).

5 TO RECEIVE ANY ANNOUNCEMENTS

Audio recording – 3 minutes 41 seconds

- (1) The Chair of the meeting thanked former Councillor Martin Stears-Handscomb, who stood for election in Letchworth at the election held on 6 May 2021, for his work for the Committee and for the District.
- (2) The Chair of the meeting welcomed Councillor Nigel Mason, who had been elected at the election held on 6 May 2021.
- (3) The Chair of the meeting reminded Members that declarations of interest should be made in the usual manner.

6 PRESENTATION BY HITCHIN YOUTH TRUST

Audio recording – 5 minutes 20 seconds

Helen Owen, Hitchin Youth Trust, thanked the Chairman for the opportunity to address the meeting and gave a presentation regarding the work of the Hitchin Mental Health Recovery Team as follows:

- She was representing the Hitchin Mental Health Recovery Team;
- This was set up by Rotary and Hitchin Youth Trust after joining together with 9 other local organisations;
- At the beginning of the pandemic this group concentrated on food provision;
- It was soon recognised that there was a need to support young people with their mental health;
- The Group liaised with representatives from the secondary and primary schools in the Hitchin area;

- They put together a recovery programme for young people for this academic year, but due to the long term lockdowns the timespan had grown to include the next academic year;
- Once the need had been identified, groups including Phase, GRIT, Letchworth Centre for Healthy Living, Tilehouse Counselling, NESSIE and Hitchin Partnership worked together to put together a programme to meet the needs identified by the schools;
- Due to the continuing lockdowns these programmes could not be delivered;
- Some online support was provided initially and face to face programmes were in place;
- The feedback from the schools had been very positive;
- The aim was to provide low level intervention in order to prevent the need for more serious intervention;
- It had been shocking to realise that the number of issues affecting young people;
- They had received a number of grants, but this was only sufficient to provide low level intervention;
- This term they had spent £21,500. They had £13,500 available to spend next term;
- They would need a further £17,000 to be able to carry this programme through the summer months into the next academic year;
- They were hoping that the group would be able to continue to work together even after the recovery programme had concluded.

The following Members asked questions:

- Councillor Mike Hughson;
- Councillor Ian Albert.

Helen Owen responded to those questions as follows:

- The main issues for young people were:
 - Mixing with the wrong crowd and getting involved in alcohol and drugs;
 - Getting anxious about social media contact;
 - Missing face to face contact;
 - Depression and anxiety.
- They were applying for further grant funding from various sources;
- They had set up a Just Giving page, but this had not received much feedback.

Councillor Judi Billing advised that there were at least 3 County Councillors who could be approached for grant funding;

The Assistant Community Engagement Officer advised that there would be a meeting of the North Herts Action Group Network on 16 June 2021.

The Chair thanked Helen Owen for her presentation.

7 PRESENTATION BY HITCHIN FESTIVAL

Audio recording – 22 minutes 27 seconds

Councillor Keith Hoskins declared an interest in that he was a Director of the Hitchin Festival. Having sought advice from the Committee, Member and Scrutiny Manager, he advised that he would take no part in any debate and vote and would turn off his camera.

Councillor Judi Billing declared a declarable interest in that she was a committee member of the Hitchin Festival. Having sought advice from the Committee, Member and Scrutiny Manager, she advised that, as she took no part in the financial decisions relating to the Festival, she would take part in any debate.

Councillors Sam Collins and Ian Albert advised that they had donated to the Hitchin Festival Just Giving page.

Glynn Doggett, Director of Hitchin Festival, thanked the Chair for the opportunity to address the meeting and gave a presentation regarding the planning of the 2021 Hitchin Festival as follows:

- The Hitchin Festival had been going for 30 years;
- It was set up to promote arts in Hitchin;
- The Festival brings together different arts organisations under the Hitchin Festival banner each July;
- The most recent project is called The Dell at Woodside;
- The Dell is an open air space next to the Queen Mother Theatre created 70 years ago to celebrate the arts;
- This is an outdoor space that is open to the public;
- In response to Covid and the need to undertake outdoor events, the aim this year was to turn it back into an outdoor theatre;
- A week of mixed events for all ages had been planned from 24 – 31 July 2021;
- The preparation work had been undertaken and now it was time to raise the funds required to enable the events to run;
- Crowd funding had so far raised £2,000 and they had received £11,000 in donations and grant funding;
- They were seeking funding from Hitchin Committee to enable this project to take place this year, with the aim of repeating it every year;
- In future year would wish to link with schools to use the area.

The following Members asked questions:

- Councillor Sam Collins.

In response to questions Glyn Doggett advised:

- They are looking at hiring portaloos for the event;
- They were considering options for local food providers to provide a food outlet, although it would likely be a case bring your own refreshments for this year;
- Waste disposal was being considered and any help in this area would be gratefully accepted;
- During the event the area would be fenced and security would be in place;
- Further events during the summer would be dependent on cost.

The Chair thanked Glynn Doggett for his presentation.

8 HITCHIN BID MANAGER

Mr Tom Hardy, Hitchin BID Manager, was unable to attend the meeting.

9 GRANTS & COMMUNITY UPDATE

Audio recording – 39 minutes 20 seconds

Councillor Keith Hoskins declared a pecuniary interest in that he was a Director of the Hitchin Festival. Having sought advice from the Committee, Member and Scrutiny Manager, he advised that he would take no part in any debate and vote and would turn off his camera.

Councillor Judi Billing declared a declarable interest in that she was a committee member of the Hitchin Festival. Having sought advice from the Committee, Member and Scrutiny Manager, she advised that, as she took no part in the financial decisions relating to the Festival, she would take part in any debate.

Councillors Sam Collins and Ian Albert advised that they had donated to the Hitchin Festival Just Giving page.

The Assistant Community Engagement Officer presented the report entitled Grant and Community Update together with the following appendix:

- Appendix 1 – 2021/22 Financial Year Budget Sheet.

He informed Members that the Committee had £1,465 of unallocated funds carried forward from the 2020/21 Civic Year and £11,000 funds to allocated in the 2021/22 Civic Year.

He further updated Members on the following:

Getting Rooted/Ron's Plot

- The plot was looking fabulous;
- Due to Covid restrictions usual activities had not taken place;
- There were a lot of volunteers keen to get stalls up and running again;
- The large green house was up and being used.

Coronavirus Support Grant

- The African Caribbean Lunch Club had received grant funding to provide tablets to enable people to keep in contact.

Quaker Meeting House Pace Garden

- This was slowly coming out of hibernation and they were working towards getting the project up and running again.

North Herts Creatives

- North Herts Creatives attended the Cabinet Panel on Community Engagement and Co-operative Development Panel meeting;
- A lot of ideas about networking and sharing.

Network Groups

- The Team was supporting various District wide network groups.

Westmill Centre

- The Team was keeping in contact with the Westmill Centre, particularly in light of the development in the area;
- There had been some anti-social behaviour at the MUGA, work was being undertaken to clean the area up and make it more secure.

Ravadassia Centre

- Work had stopped during the pandemic, due to the difficulties in getting building supplies;
- Work had now recommenced and was progressing;
- It was hoped that the Centre would be open for the summer holidays, but more likely would be September.

Grant Funding

- Hitchin Festival were seeking grant funding of £2,185 to assist with creating a week-long series of events in the Dell Open Air Theatre at Woodside.

Councillor Clark proposed that the Executive Member for Community Engagement be advised that the Members of the Hitchin Committee supports the award of grant funding of £2185 be awarded to Hitchin Festival as detailed in the report. Councillor Sam Collins seconded the proposal and it was:

AGREED:

- (1) That the Members of the Hitchin Committee supports the award of £2,185 in grant funding to Hitchin Festival to assist with creating a week-long series of events in the Dell Open Air Theatre at Woodside;
- (2) That the Executive Member for Community Engagement be requested to consider and support the grant funding application, as detailed in (1) above.

REASON FOR RECOMMENDATION: The awarding of financial assistance to voluntary organisations and the use of discretionary spending allows the Committee to further the aims of the Council Plan.

10 DISCUSSION ITEM - ARTS & CULTURE IN HITCHIN

Audio recording – 53 minutes 44 seconds

The Chair led a discussion on Arts and Culture in Hitchin.

He advised that Members had brought together various groups and this work had been built on in the discussions held at the Cabinet Panel on Community Engagement and Co-Operative Development meeting held on 7 June 2021.

The Council would, where possible, provide facilitation for groups to speak to and work with each other.

The following Members took part in the debate:

- Councillor Judi Billing;
- Councillor Keith Hoskins;
- Councillor Elizabeth Dennis-Harburg;
- Councillor Sam Collins.

Members comments included:

- That arts and culture will play a large part in reinvigorating town centres;
- That there had been many discussions in many forums regarding arts and culture
- The springboard phase of holding discussions had been successful so far and it was now time to consolidate those discussions;
- The Council had a role in bringing various organisations together.

Glynn Doggett, Hitchin Festival suggested that a list of creatives could be provided on the NHDC website.

11 WARD MATTERS AND OUTSIDE ORGANISATIONS

Audio recording – 1 hour 7 minutes 30 seconds

The following Ward Matters were discussed:

Community Space at King George V Playing Field

Councillor Simon Harwood advised:

- Hitchin Rugby Club maintained the facilities and land at King George V Playing Fields;
- They had an aspiration to develop the club facilities;
- The facilities were used by several groups;
- North Herts Crusaders Rugby League team played at this venue;
- Hitchin Band also practiced here;
- The common aspiration was to find a common usable space that was fit for purpose;
- There was an interest in developing a new community facility on the King George V site;
- He was trying to provide a community event for all of the groups to express their needs;
- Some groups had funding that could be put towards a facility;
- Picnic tables on the field had been vandalised, these had been replaced by the Rugby Club;
- The Rugby Club now had a community relationships officer

The following Members took part in the discussion:

- Councillor Val Bryant;
- Councillor Judi Billing.

Comments from Members included:

- There were many groups looking for premises;
- That if there were too many groups involved in one scheme then there would be an issue with availability;
- All opportunities should be considered;
- Could look at spaces in the Town Centre that could be reconfigured to provide community space.

Members acknowledged that there would be many hurdles to overcome, although were supportive of an initial fact gathering meeting.

AGREED:

- (1) That the Assistant Community Engagement Officer be requested to invite the Hitchin Rugby Club Community Relationships Officer to attend a future meeting of the Committee:
- (2) That Members of the Hitchin Committee work towards provision of a fact gathering meeting to which community groups would be invited.

Pedestrianisation of Hitchin Town Centre

Councillor Ian Albert discussed the pedestrianisation of the Town Centre and asked Members to indicate their support for this scheme to continue.

AGREED: That the Members of the Hitchin Committee supports the continuation of the pedestrianisation of Hitchin Town Centre and that the consultation on this issue be advised of this support.

Hitchin Allotment Association

Councillor Ian Albert advised that meetings had been agreed with members of the Hitchin Allotment Association to discuss their needs.

12 TO DISCUSS ANY POSSIBLE ITEMS FOR FUTURE MEETINGS

Audio recording – 1 hour 28 minutes 37 seconds

Fair Trade

Councillor Paul Clark queried what was being done to promote Hitchin as a Fair Trade Town.

Councillor Ian Albert advised that this would be discussed at the next meeting of the Hitchin Committee.

AGREED: That Fair Trade be discussed at the next meeting of the Hitchin Committee.

The meeting closed at 9.02 pm

Chair

NORTH HERTFORDSHIRE DISTRICT COUNCIL

HITCHIN COMMITTEE

**MEETING HELD IN THE HITCHIN TOWN HALL, BRAND ST, HITCHIN SG5 1JE
ON THURSDAY, 8TH JULY, 2021 AT 8.22 PM**

MINUTES

Present: *Councillors: Ian Albert, Clare Billing, Judi Billing, Paul Clark, Sam Collins,
Elizabeth Dennis-Harburg, Simon Harwood, Keith Hoskins,
Mike Hughson, Nigel Mason and Richard Thake*

In Attendance: *William Edwards (Committee, Member and Scrutiny Officer)*

Also Present: *At the commencement of the meeting those Members who had attended
the Council meeting on 8 July 2021 and 1 Member of the public..*

1 APOLOGIES FOR ABSENCE

Audio recording – Council – 8 July 2021 – 52 minutes 11 seconds

Apologies for absence were received from Councillors Val Bryant and Kay Tart.

2 ELECTION OF A CHAIR FOR THE CIVIC YEAR 2021/22

Audio recording – Council – 8 July 2021 – 52 minutes 36 seconds

The Chair of the Council meeting held on 8 July 2021 called for nominations for Chair of the Hitchin Committee for the Civic Year 2021/22

Councillor Elizabeth Dennis-Harburg proposed, Councillor Judi Billing seconded and it was:

RESOLVED: That Councillor Ian Albert be elected as Chair of the Hitchin Committee for the Civic Year 2021/22.

3 ELECTION OF VICE-CHAIR FOR THE CIVIC YEAR 2021/22

Audio recording – Council – 8 July 2021 – 53 minutes 3 seconds

The Chair of the Hitchin Committee called for nominations for Vice-Chair of the Hitchin Committee for the Civic Year 2021/22

Councillor Judi Billing proposed, Councillor Paul Clark seconded and it was:

RESOLVED: That Councillor Clare Billing be elected as Vice Chair of the Hitchin Committee for the Civic Year 2021/22.

The meeting closed at 8.24 pm

Chair

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HITCHIN COMMITTEE 12th OCTOBER 2021

*PART 1 – PUBLIC DOCUMENT

TITLE OF INFORMATION NOTE: UNEMPLOYMENT, FURLOUGH, VACANCIES AND TOWN CENTRE ACTIVITY IN HITCHIN

INFORMATION NOTE OF SERVICE DIRECTOR – REGULATORY

EXECUTIVE MEMBER: EXECUTIVE MEMBER FOR ENTERPRISE, THE ARTS & TRANSPORT

PRIORITY: ENABLE AN ENTERPRISING AND CO-OPERATIVE ECONOMY

1. SUMMARY

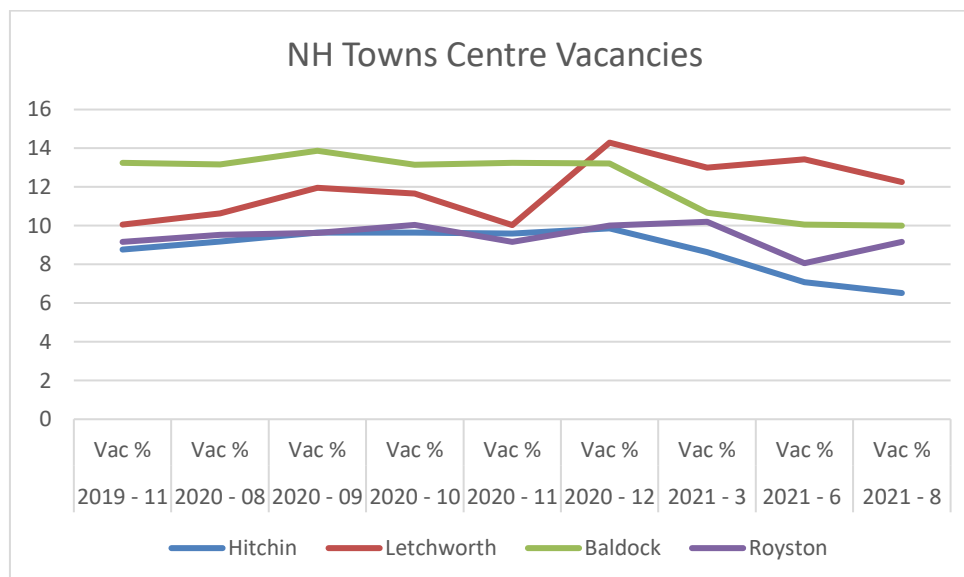
- 1.1 NHDC Economic Development Officer has been asked by the Hitchin Committee to prepare a report into the effect of COVID on the North Herts / Hitchin Town Centre Economy

2. INFORMATION TO NOTE

Vacancies

- 2.1 The Pandemic has, to date, had little noticeable effect on the town centre vacancy rates. Indeed, as of end August 2021, the vacancy rate for Hitchin as drawn from the NHDC Rates Listings (number of empty premises/total premises) was the lowest since pre-October 2019, at 6.52%. (See Fig 1 for town comparison). A rate of 6 – 9 % is generally regarded as healthy and a result of natural turnover of businesses and liquidity in the market.

Figure 1: North Herts Town Centre Vacancies Nov 2019 – Aug 2021



- 2.2 The use breakdown shows that 15 Shops, 22 Offices and a restaurant in Hitchin town centre were vacant as at the end of August 2021.

Footfall

- 2.3 We have been conducting Footfall Surveys during the pandemic for the reporting purposes of the Reopening the High Streets Safely and Welcome Back Funds across all four of our town centres. These counts are undertaken under the High Streets Task Force methodology and we do not have comparable pre pandemic footfall statistics.
- 2.4 The footfall in Hitchin has improved and is now steady, helped by the market, and BID events and activities. The closure and restrictions on the hospitality sector have obviously had an effect but the trend is encouraging. See Appendix 1.
- 2.5 By their very nature, the manual counts are subject to externalities (e.g., the weather on the count day) which may affect counts. NHDC are investing in a new automated footfall count system using the Welcome Back Fund which should give us more reliable figures and other information, such as demographics, and where people are travelling from and by mode to our town centres which will help us build our evidence base for the future. This automated system will also provide us with comparable pre-pandemic figures to Jan 2019.

Unemployment

- 2.6 The Official statistics available relate to North Herts and may relate to residents or to businesses in different cases.
- 2.7 The Nomis reports on the link below relate to 2020/21 and indicate North Herts to be relatively healthy in comparison to the East of England and England as a whole. The jobs types show a higher level of professionals and managers than the average, which is perhaps what one would expect.

<https://www.nomisweb.co.uk/reports/lmp/la/1946157226/report.aspx#workless>

- 2.8 The ONS (experimental) Unemployment claimant count shows North Herts at the lower end of the range in Hertfordshire and reducing. See Appendix 2
- 2.9 It should be noted that “Under Universal Credit a broader span of claimants is required to look for work than under Jobseekers Allowance. As Universal Credit Full Service is rolled out in particular areas, the number of people recorded as being on the Claimant Count is therefore likely to rise.”

Furlough

- 2.10 The number of people on furlough in North Herts has consistently been below the Herts average and the figures are some of the best in the Herts range. The rate dropped from 12% to 9% between March and April. See Appendix 3.
- 2.11 The September (experimental) figures reveal a further fall to 3500 (6%) in June and then 2900 (5%) in July (see Appendix 3a table 12). The distribution is fairly even across ages and genders (See Appendix 3a Table 14a).

[Please see the notes page on the spreadsheet for statistical details and caveats].

3. NEXT STEPS

Future Activity

- 3.1 The Hitchin town centre statistics compared to the other towns in North Herts towns suggest that the town centre has come through the pandemic in a relatively strong position. Although covid has accelerated the decline of some large chains of shops nationally, Hitchin with its many independents and high footfall has been not been hit as hard as some larger town and city centres. Concern remains over the vacancies in office space where the owners may look to convert to residential and we will look to encourage office use where possible to maintain the daytime footfall in the town.
- 3.2 We are aiming to use the Welcome Back Fund not only to fund immediate smartening-up activities such as graffiti removal but also to prepare Hitchin and the other North Herts towns to be in a stronger position to bid for future larger capital funding opportunities.
- 3.3 To this end, we are funding town centre activity monitoring systems (24/7/365) to gauge footfall, density, loyalty, demographics and other visitor parameters to build an evidence base for future bids. We are also to fund consultants to assist towns to produce medium- and longer-term development plans, or other more specialised strategies (e.g., tourism) if they so wish backed by the evidence. This is to demonstrate that future bids for funding fit within an overall strategy for the town and thus make them more compelling and improve the chances of success.
- 3.4 This evidence base will also be useful for the work to commence on reviewing our town centre strategies once the Local Plan is adopted.

4. APPENDICES

- 4.1 Appendix 1 – Town Centre Footfall Counts
- 4.2 Appendix 2 – SE Unemployment Figures Sept 2021 (extract)
- 4.3 Appendix 3 – CJRS Statistics June 2021 – Table employments on furlough by country, region, local authority and gender (SE extract)
- 4.4 Appendix 3a – CJRS Statistics June 2021 – Table 14a employments on furlough by local authority and age and gender (SE extract)

(Original documents available on request)

5. CONTACT OFFICERS

- 5..1 Andrew Figgis, Economic Development Officer
01462 474477 andrew.figgis@north-herts.gov.uk
- 5.2 Louise Symes, Strategic Projects & Infrastructure Manager
01462 474359 louise.symes@north-herts.gov.uk/Louise Symes

6. BACKGROUND PAPERS

N/A

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Appendix 1 - Town Centre Footfall Figurs Oct 2020 - Sept 2021

Town		Third 1/4 2020				Fourth 1/4 2020				First 1/4 2021 (post April 12)				Third 1/4 2021 (August Sept 2021)			
		AM	Midday	Evening		AM	Midday	Evening		AM	Midday	Evening		AM	Midday	Evening	
		total x 2	Total x 2	Total x 2	Grand total	total x 2	Total x 2	Total x 2	Grand total	total x 2	Total x 2	Total x 2	Grand total	total x 2	Total x 2	Total x 2	Grand total
Royston																	
	Tuesday	196	514	150	860	172	370	176	718	154	299	73	526	0	0	0	0
	Saturday	240	594	122	956	208	540	158	906	129	314	111	554	0	0	0	0
	Sunday	6	136	90	232	94	110	42	246	98	172	67	337	0	0	0	0
Baldock																	
	Wednesday	120	290	268	678	104	256	212	572	136	368	216	720	106	368	166	640
	Saturday	58	194	306	558	52	170	306	528	54	248	300	602	106	202	224	532
	Sunday	24	226	128	378	60	142	122	324	26	220	21	267	34	234	176	444
Letchworth																	
	Tuesday	162	704	192	1058	112	752	174	1038	134	662	236	1032	86	888	284	1258
	Saturday	114	964	280	1358	122	1078	342	1542	154	1074	420	1648	152	1270	440	1862
	Sunday	56	786	170	1012	48	554	72	674	28	754	180	962	46	926	292	1264
Hitchin																	
	Tuesday	166	1258	216	1640	254	1406	246	1906	242	1612	376	2230	184	1686	336	2206
	Saturday	150	1848	460	2458	182	2436	574	3192	142	2164	518	2824	182	1040	560	1782
	Sunday	66	1026	156	1248	86	1934	126	2146	68	726	564	1358	130	1430	158	1718
Knebworth																	
	Tuesday	n/a	n/a	0		170	286	246	702	156	226	362	744	118	280	232	630
	Saturday	n/a	n/a	0		116	500	244	860	104	298	356	758	76	246	210	532
	Sunday	n/a	n/a	0		72	282	130	484	44	156	138	338	78	190	208	476

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Local area data

CC01 - Claimant Count¹ by unitary and local authority
(experimental statistics)

Under Universal Credit a broader span of claimants are required to look for work than under Jobseekers Allowance. As Universal Credit Full Service is rolled out in particular areas, the number of people recorded as being on the Claimant Count is therefore likely to rise.

not seasonally adjusted

CLAIMANT COUNT ON 12 AUGUST 2021													
Levels							Change on year						
Percentage of Pop ²			Percentage points ²				Levels			Percentage points ²			
Men	Women	People	Men	Women	People		Men	Women	People	Men	Women	People	
1	2	3	4	5	6		7	8	9	10	11	12	
E12000006	EAST OF ENGLAND	95,025	72,035	167,060	5.0	3.8	4.4	-29,965	-16,690	-46,655	-1.6	-0.9	-1.2
E06000055	Bedford	3,510	2,630	6,135	6.7	4.9	5.8	-790	-430	-1,215	-1.5	-0.8	-1.1
E06000056	Central Bedfordshire	3,325	2,620	5,940	3.7	2.8	3.3	-1,335	-725	-2,060	-1.5	-0.8	-1.1
E06000032	Luton	6,340	4,495	10,835	9.1	7.0	8.1	-570	-120	-685	-0.8	-0.2	-0.5
E06000031	Peterborough	5,025	3,945	8,970	8.0	6.5	7.2	-590	-105	-700	-0.9	-0.2	-0.6
E06000033	Southend-on-Sea	4,200	2,945	7,145	7.6	5.3	6.4	-1,255	-585	-1,840	-2.3	-1.0	-1.7
E06000034	Thurrock	3,485	2,915	6,400	6.4	5.2	5.8	-980	-530	-1,510	-1.8	-1.0	-1.4
E10000003	Cambridgeshire	7,485	5,615	13,100	3.6	2.8	3.2	-2,545	-1,620	-4,165	-1.2	-0.8	-1.0
E07000008	Cambridge	1,740	1,150	2,890	3.8	2.9	3.3	-505	-305	-810	-1.1	-0.8	-0.9
E07000009	East Cambridgeshire	855	595	1,450	3.2	2.2	2.7	-275	-255	-530	-1.0	-0.9	-1.0
E07000010	Fenland	1,755	1,330	3,090	5.8	4.4	5.1	-355	-165	-520	-1.2	-0.6	-0.9
E07000011	Huntingdonshire	1,785	1,460	3,245	3.2	2.7	3.0	-885	-530	-1,410	-1.6	-1.0	-1.3
E07000012	South Cambridgeshire	1,350	1,080	2,430	2.8	2.2	2.5	-530	-365	-895	-1.1	-0.8	-0.9
E10000012	Essex	22,285	17,155	39,440	5.0	3.7	4.4	-9,010	-4,840	-13,850	-2.0	-1.1	-1.5
E07000066	Basildon	3,500	2,630	6,130	6.2	4.4	5.3	-1,360	-765	-2,125	-2.4	-1.3	-1.8
E07000067	Braintree	2,000	1,690	3,685	4.4	3.6	4.0	-905	-460	-1,365	-2.0	-1.0	-1.5
E07000068	Brentwood	1,010	870	1,880	4.4	3.6	4.0	-380	-195	-580	-1.7	-0.8	-1.2
E07000069	Castle Point	1,150	830	1,980	4.5	3.2	3.8	-715	-370	-1,090	-2.8	-1.4	-2.1
E07000070	Chelmsford	2,170	1,680	3,850	3.9	3.0	3.5	-990	-570	-1,565	-1.8	-1.0	-1.4
E07000071	Colchester	2,850	2,220	5,070	4.5	3.6	4.0	-920	-415	-1,335	-1.4	-0.7	-1.1
E07000072	Epping Forest	1,925	1,645	3,565	4.9	3.9	4.4	-930	-485	-1,415	-2.4	-1.2	-1.8
E07000073	Harlow	2,115	1,520	3,635	8.0	5.5	6.7	-565	-290	-850	-2.1	-1.0	-1.6
E07000074	Maldon	750	635	1,380	4.0	3.3	3.6	-365	-205	-565	-1.9	-1.0	-1.5
E07000075	Rochford	970	745	1,715	3.8	2.8	3.3	-430	-295	-725	-1.7	-1.1	-1.4
E07000076	Tendring	2,965	1,940	4,910	7.7	4.8	6.2	-1,080	-555	-1,635	-2.8	-1.4	-2.1
E07000077	Uttlesford	885	750	1,635	3.2	2.6	2.9	-370	-230	-600	-1.3	-0.8	-1.1
E10000015	Hertfordshire	16,955	12,920	29,870	4.6	3.4	4.0	-5,405	-3,110	-8,520	-1.5	-0.8	-1.1
E07000095	Broxbourne	1,730	1,485	3,220	5.9	4.8	5.3	-585	-245	-830	-2.0	-0.8	-1.4
E07000096	Dacorum	2,285	1,765	4,050	4.8	3.6	4.2	-645	-350	-995	-1.4	-0.7	-1.0
E07000242	East Hertfordshire	1,585	1,255	2,840	3.4	2.6	3.0	-675	-385	-1,060	-1.5	-0.8	-1.1
E07000098	Hertsmere	1,630	1,260	2,885	5.3	3.8	4.5	-485	-310	-795	-1.6	-0.9	-1.3
E07000099	North Hertfordshire	1,645	1,160	2,805	4.1	2.8	3.4	-560	-420	-980	-1.4	-1.0	-1.2
E07000240	St Albans	1,560	1,260	2,820	3.5	2.7	3.1	-585	-360	-945	-1.3	-0.8	-1.0
E07000243	Stevenage	1,720	1,200	2,920	6.2	4.3	5.2	-385	-105	-490	-1.4	-0.4	-0.9
E07000102	Three Rivers	1,060	815	1,875	3.8	2.8	3.3	-535	-375	-910	-1.9	-1.3	-1.6
E07000103	Watford	1,935	1,340	3,275	6.2	4.3	5.3	-570	-405	-975	-1.8	-1.3	-1.6
E07000241	Welwyn Hatfield	1,805	1,375	3,180	4.4	3.4	3.9	-380	-160	-540	-0.9	-0.4	-0.7
E10000020	Norfolk	12,085	9,080	21,165	4.6	3.4	4.0	-4,350	-2,735	-7,085	-1.6	-1.0	-1.3
E10000029	Suffolk	10,335	7,720	18,060	4.7	3.5	4.1	-3,140	-1,885	-5,025	-1.4	-0.9	-1.1

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Figures for employments on furlough supported by the Coronavirus Job Retention Scheme as at 31 March and provisional figures for 30 April.
Based on claims made by the 14 May. The April figures are provisional and may be revised due to late and amended claims.

County and district / unitary authority codes	County and district / unitary authority	Female		Male		Total		Female take-up rate at 31 March	Male take-up rate at 31 March	Unknown employments on furlough at 31 March	Total employments on furlough at 31 March	Total take-up rate at 31 March	Female employments on furlough at 30 April (provisional)	Female take-up rate at 30 April (provisional)	Male employments on furlough at 30 April (provisional)	Male take-up rate at 30 April (provisional)	Unknown employments on furlough at 30 April (provisional)	Total employments on furlough at 30 April (provisional)	Total take-up rate at 30 April (provisional)
		employments eligible for furlough	employments eligible for furlough	employments eligible for furlough	employments on furlough at 31 March	employments eligible for furlough	employments on furlough at 31 March												
E12000006	East of England	1,396,200	1,377,300	2,773,600	206,400	15%	175,000	13%	-	-	381,400	14%	157,400	11%	140,100	10%	-	297,600	11%
E06000055	Bedford UA	42,500	42,300	84,700	5,300	12%	4,900	12%	-	-	10,200	12%	4,000	9%	3,900	9%	-	7,900	9%
E06000056	Central Bedfordshire UA	68,700	66,800	135,600	10,200	15%	8,000	12%	-	-	18,200	13%	7,800	11%	6,400	10%	-	14,200	10%
E06000032	Luton UA	45,500	50,200	95,700	7,100	16%	7,900	16%	-	-	15,000	16%	5,600	12%	6,700	13%	-	12,300	13%
E06000031	Peterborough UA	48,200	51,300	99,500	5,800	12%	5,500	11%	-	-	11,300	11%	4,400	9%	4,500	9%	-	8,900	9%
E06000033	Southend-on-Sea UA	38,700	37,300	76,000	5,700	15%	5,500	15%	-	-	11,200	15%	4,400	11%	4,500	12%	-	8,900	12%
E06000034	Thurrock UA	41,500	40,400	81,800	6,700	16%	5,200	13%	-	-	11,900	15%	5,000	12%	4,200	10%	-	9,200	11%
E10000003	Cambridgeshire County	151,500	154,800	306,200	19,300	13%	16,600	11%	-	-	35,900	12%	14,300	9%	12,900	8%	-	27,200	9%
E07000008	Cambridge	30,200	32,100	62,300	4,100	14%	4,000	12%	-	-	8,200	13%	3,100	10%	3,100	10%	-	6,200	10%
E07000009	East Cambridgeshire	20,200	20,100	40,400	2,700	14%	2,100	10%	-	-	4,800	12%	2,000	10%	1,600	8%	-	3,600	9%
E07000010	Fenland	21,800	22,200	44,000	2,400	11%	1,900	9%	-	-	4,400	10%	1,800	8%	1,500	7%	-	3,200	7%
E07000011	Huntingdonshire	41,600	41,900	83,600	5,300	13%	4,500	11%	-	-	9,800	12%	4,000	10%	3,500	8%	-	7,500	9%
E07000012	South Cambridgeshire	37,600	38,300	76,000	4,600	12%	4,100	11%	-	-	8,700	11%	3,400	9%	3,200	8%	-	6,600	9%
E10000012	Essex County	332,500	319,300	651,700	52,200	16%	42,200	13%	-	-	94,300	14%	40,100	12%	34,300	11%	-	74,400	11%
E07000066	Basildon	42,600	41,300	83,900	6,300	15%	5,200	12%	-	-	11,400	14%	4,700	11%	4,100	10%	-	8,800	11%
E07000067	Braintree	34,600	33,900	68,500	5,800	17%	4,800	14%	-	-	10,600	16%	4,600	13%	4,000	12%	-	8,600	13%
E07000068	Brentwood	17,700	17,100	34,800	2,700	15%	2,000	12%	-	-	4,800	14%	2,100	12%	1,700	10%	-	3,800	11%
E07000069	Castle Point	19,100	18,000	37,100	3,000	16%	2,400	13%	-	-	5,400	15%	2,400	12%	1,900	11%	-	4,300	11%
E07000070	Chelmsford	42,100	41,000	83,000	6,300	15%	4,800	12%	-	-	11,000	13%	4,700	11%	3,800	9%	-	8,600	10%
E07000071	Colchester	43,000	41,400	84,400	6,300	15%	5,100	12%	-	-	11,300	13%	4,700	11%	4,100	10%	-	8,800	10%
E07000072	Epping Forest	30,700	28,300	58,900	5,600	18%	4,500	16%	-	-	10,200	17%	4,600	15%	3,800	14%	-	8,400	14%
E07000073	Harlow	22,400	21,500	43,900	3,400	15%	3,000	14%	-	-	6,500	15%	2,500	11%	2,500	12%	-	5,000	11%
E07000074	Maldon	13,800	13,300	27,100	2,300	17%	1,700	13%	-	-	4,000	15%	1,800	13%	1,400	10%	-	3,200	12%
E07000075	Rochford	18,800	17,900	36,700	2,900	15%	2,300	13%	-	-	5,100	14%	2,200	12%	1,800	10%	-	4,000	11%
E07000076	Tendring	27,600	25,800	53,300	4,100	15%	3,500	14%	-	-	7,600	14%	3,100	11%	2,800	11%	-	5,900	11%
E07000077	Uttlesford	20,200	19,700	39,900	3,400	17%	2,900	15%	-	-	6,300	16%	2,700	13%	2,400	12%	-	5,100	13%
E10000015	Hertfordshire County	280,000	271,900	552,000	41,800	15%	36,000	13%	-	-	77,800	14%	32,300	12%	29,700	11%	-	62,100	11%
E07000095	Broxbourne	23,600	21,700	45,300	3,800	16%	3,200	15%	-	-	7,000	16%	3,100	13%	2,700	12%	-	5,800	13%
E07000096	Dacorum	35,700	34,900	70,600	5,700	16%	4,700	13%	-	-	10,400	15%	4,400	12%	3,900	11%	-	8,300	12%
E07000242	East Hertfordshire	35,600	34,200	69,800	5,900	16%	5,000	15%	-	-	10,900	16%	4,400	12%	4,000	12%	-	8,400	12%
E07000098	Hertsmere	24,700	23,000	47,700	4,300	17%	3,600	16%	-	-	7,900	16%	3,400	14%	3,100	13%	-	6,400	13%
E07000099	North Hertfordshire	31,100	30,800	61,900	4,000	13%	3,400	11%	-	-	7,400	12%	3,000	10%	2,800	9%	-	5,900	9%
E07000240	St Albans	33,300	33,300	66,600	4,500	13%	3,800	11%	-	-	8,300	12%	3,400	10%	3,200	9%	-	6,600	10%
E07000243	Stevenage	22,200	21,200	43,400	2,700	12%	2,400	11%	-	-	5,100	12%	2,000	9%	2,000	9%	-	4,000	9%
E07000102	Three Rivers	21,700	20,500	42,200	3,300	15%	2,800	14%	-	-	6,100	14%	2,600	12%	2,300	11%	-	5,000	12%
E07000103	Watford	25,100	24,500	49,600	3,900	15%	3,700	15%	-	-	7,600	15%	3,000	12%	3,100	13%	-	6,100	12%
E07000241	Welwyn Hatfield	27,200	27,800	54,900	3,800	14%	3,400	12%	-	-	7,200	13%	3,000	11%	2,700	10%	-	5,700	10%
E10000020	Norfolk County	187,500	184,400	371,800	28,700	15%	24,200	13%	-	-	52,900	14%	21,600	12%	18,200	10%	-	39,800	11%
E10000029	Suffolk County	159,800	158,600	318,400	23,700	15%	19,000	12%	-	-	42,700	13%	17,900	11%	14,700	9%	-	32,600	10%

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Table 14a CJRS extension 2: employments on furlough by local authority and age and gender, at 30 June

This worksheet contains one table and some cells referring to notes relevant to the data
Figures for employments on furlough supported by the Coronavirus Job Retention Scheme as at 30 June.
Based on claims made by the 16 August.
[\[note 1\]](#) [\[note2\]](#) [\[note 3\]](#) [\[note 8\]](#) [\[note 9\]](#) [\[note 12\]](#)

County and district / unitary authority codes																						Unknown gender and/or unknown age										
		Females Under 25	Females 25 to 29	Females 30 to 34	Females 35 to 39	Females 40 to 44	Females 45 to 49	Females 50 to 54	Females 55 to 59	Females 60 to 64	Females 65 and over	Males Under 25	Males 25 to 29	Males 30 to 34	Males 35 to 39	Males 40 to 44	Males 45 to 49	Males 50 to 54	Males 55 to 59	Males 60 to 64	Males 65 and over		Total Under 25	Total 25 to 29	Total 30 to 34	Total 35 to 39	Total 40 to 44	Total 45 to 49	Total 50 to 54	Total 55 to 59	Total 60 to 64	Total 65 and over
E12000006	East of England	9,230	7,370	9,000	9,680	9,330	8,950	9,820	8,820	6,350	5,210	9,060	7,920	9,030	9,550	9,230	8,890	9,360	8,700	7,000	5,740	-	18,290	15,290	18,040	19,230	18,570	17,840	19,180	17,520	13,350	10,950
E06000055	Bedford UA	220	190	260	240	240	210	220	210	150	120	270	260	310	280	290	280	270	250	180	130	-	490	450	570	520	540	490	500	460	330	260
E06000056	Central Bedfordshire UA	410	390	470	450	450	440	490	450	310	240	410	380	470	410	420	400	490	450	400	240	-	820	770	940	870	870	840	980	900	710	480
E06000032	Luton UA	460	480	520	470	410	340	340	280	190	120	500	620	710	770	680	580	590	500	350	190	-	960	1,100	1,230	1,240	1,090	930	930	780	540	310
E06000031	Peterborough UA	310	250	330	320	280	250	270	220	180	100	280	320	410	390	410	320	270	200	190	120	-	590	560	740	710	690	570	540	420	360	220
E06000033	Southend-on-Sea UA	270	200	270	290	300	230	240	230	140	160	270	250	280	310	290	260	270	240	210	170	-	540	450	550	610	590	490	510	470	350	330
E06000034	Thurrock UA	260	260	410	400	340	260	260	220	170	110	230	230	330	400	360	310	280	240	180	110	-	490	490	740	800	690	570	540	460	350	230
E10000003	Cambridgeshire County	900	660	760	810	810	850	920	810	600	480	800	700	750	820	800	780	830	750	580	530	-	1,700	1,360	1,510	1,640	1,610	1,640	1,740	1,560	1,180	1,010
E07000008	Cambridge	200	200	160	200	160	180	180	130	90	60	160	210	210	210	190	150	180	120	100	80	-	360	410	380	410	350	320	360	250	190	140
E07000009	East Cambridgeshire	120	80	100	120	140	120	120	100	90	70	120	80	80	90	70	100	110	110	60	90	-	230	160	190	210	210	220	220	210	150	170
E07000010	Fenland	120	80	90	90	80	90	120	110	80	70	110	90	80	80	90	70	100	100	70	60	-	230	170	170	170	160	210	210	150	130	
E07000011	Huntingdonshire	240	150	230	220	220	270	260	230	170	160	240	150	200	220	220	250	240	210	180	160	-	490	310	420	440	440	520	510	440	360	310
E07000012	South Cambridgeshire	220	150	170	190	210	210	240	230	170	120	170	170	180	230	230	210	200	220	170	140	-	390	320	360	410	450	420	440	450	330	260
E10000012	Essex County	2,440	1,940	2,340	2,580	2,490	2,440	2,760	2,400	1,680	1,440	2,360	1,930	2,140	2,310	2,240	2,170	2,460	2,330	1,840	1,570	-	4,800	3,870	4,490	4,890	4,720	4,610	5,230	4,730	3,520	3,010
E07000066	Basildon	300	240	290	330	290	260	300	270	150	120	290	240	320	290	270	240	280	260	210	150	-	580	480	600	620	560	500	580	540	360	270
E07000067	Braintree	250	220	260	300	270	280	280	310	190	150	290	230	240	280	250	250	290	280	210	200	-	540	450	500	580	520	530	560	580	400	350
E07000068	Brentwood	140	90	140	170	140	150	160	140	90	90	140	110	110	130	110	120	110	130	100	80	-	280	200	250	300	250	270	270	200	170	
E07000069	Castle Point	140	100	140	120	140	140	170	140	90	100	140	110	110	120	110	110	130	140	110	100	-	280	210	250	230	250	250	300	280	200	200
E07000070	Chelmsford	270	240	290	290	300	290	320	250	190	160	200	200	240	280	270	240	280	240	190	190	-	470	440	530	570	570	530	600	490	380	350
E07000071	Colchester	300	230	230	280	270	270	280	220	180	130	280	210	260	240	250	230	250	230	180	140	-	580	430	490	520	520	500	530	450	360	270
E07000072	Epping Forest	270	240	320	330	320	320	370	340	240	230	310	230	220	280	280	290	290	280	210	220	-	580	460	540	610	600	610	660	620	450	440
E07000073	Harlow	180	160	210	210	170	130	150	130	80	60	120	180	180	220	200	180	150	140	110	80	-	290	340	390	430	370	300	300	260	190	130
E07000074	Maldon	110	80	90	90	100	120	150	120	80	90	110	60	70	80	70	90	130	130	110	80	-	220	140	160	170	170	210	280	240	190	170
E07000075	Rochford	150	90	110	140	130	140	180	130	90	90	150	110	100	80	100	120	150	130	100	100	-	310	200	210	220	220	260	320	260	190	190
E07000076	Tendring	180	120	140	120	150	150	190	180	140	110	170	140	130	130	140	130	200	210	160	130	-	340	250	260	250	290	280	400	380	310	240
E07000077	Uttlesford	160	140	150	210	220	200	220	190	140	120	170	130	160	190	190	180	210	170	150	120	-	320	270	310	400	410	380	430	350	290	230
E10000015	Hertfordshire County	1,980	1,550	1,970	2,280	2,340	2,110	2,130	1,980	1,360	1,090	2,090	1,730	1,940	2,170	2,120	2,070	2,030	1,870	1,440	1,230	-	4,070	3,280	3,910	4,450	4,460	4,190	4,160	3,850	2,800	2,320
E07000095	Broxbourne	180	150	220	220	230	190	200	190	120	90	190	160	190	210	200	200	180	170	120	90	-	370	300	410	430	430	390	380	360	240	180
E07000096	Dacorum	260	210	250	290	290	250	270	270	220	120	260	210	240	280	270	250	280	250	190	140	-	520	410	490	580	560	500	550	520	410	260
E07000242	East Hertfordshire	300	240	300	330	310	320	310	280	170	150	310	280	280	330	270	300	260	260	210	170	-	610	520	580	660	570	620	560	540	380	320
E07000098	Hertsmere	190	130	200	280	310	240	240	230	150	180	220	160	190	230	230	250	230	210	190	160	-	410	290	390	500	540	490	470	440	340	330
E07000099	North Hertfordshire	190	150	160	170	190	240	200	200	120	100	200	170	190	190	180	190	210	180	150	130	-	390	310	350	350	370	430	410	380	280	230
E07000240	St Albans	240	160	180	210	260	250	260	230	160	110	210	160	170	220	200	230	240	200	160	140	-	460	320	360	420	460	480	490	430	320	250
E07000243	Stevenage	100	110	140	140	110	90	100	90	70	40	130	120	150	140	170	110	110	100	80	70	-	230	230	290	280	270	200	200	190	150	110
E07000102	Three Rivers	170	110	140	190	200	200	180	180	130	130	180	140	140	140	170	180	160	170	110	130	-	350	250	280	330	370	370	350	340	230	260
E07000103	Watford	160	150	190	240	230	160	160	120	100	70	170	160	220	260	260	210	190	160	110	80	-	320	310	410	490	490	370	350	280	200	150
E07000241	Welwyn Hatfield	190	150	200	220	220	180	210	190	130	110	220	180	160	190	180	160	190	160	130	130	-	410	330	350	400	400	340	400	360	260	240
E10000020	Norfolk County	1,080	780	860	940	880	920	1,140	1,060	790	720	1,010	850	910	910	870	910	1,000	1													

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HITCHIN COMMITTEE October 12th - 2021

*PART 1 – PUBLIC DOCUMENT

TITLE OF REPORT: GRANTS & COMMUNITY UPDATE

REPORT OF: THE POLICY & COMMUNITY ENGAGEMENT MANAGER

EXECUTIVE MEMBER: COMMUNITY ENGAGEMENT

COUNCIL OBJECTIVES: BUILD THRIVING AND RESILIENT COMMUNITIES

1 EXECUTIVE SUMMARY

- 1.1 To advise the Members on the current expenditure and balances of the Committee Grant budgets.
- 1.2 To bring to the Members' attention recent requests received for Committee grant funding, made by community groups and local organisations.
- 1.3 To advise of the activities and schemes with which the Community Engagement officers have been involved in.
- 1.4 To bring to the Members' attention some important community-based activities that will take place during the next few months.

2 RECOMMENDATIONS

- 2.1 That the Committee be recommended to consider allocating funding from their discretionary community budget towards the projects below.
- 2.2 **£430** to Getting Rooted C.I.C. at 'Ron's Plot' Community Allotment Garden for the set up and running of new adult/ teen gardening workshops as outlined in paragraph 8.1.1 of the officer's report.
- 2.3 **£800** to Hitchin Allotment Association for the purchase of a tool store and tools that they can loan out to new allotment tenants as outlined in paragraph 8.1.2 of the officer's report.
- 2.4 **£1,000** to Letchworth and Hitchin Sea Cadets for IT equipment to aid training for the cadets, camping and boating equipment, education and training events as outlined in paragraph 8.1.3 of the officer's report.
- 2.5 That the Committee be recommended to endorse the actions taken by the Community Engagement team to promote greater community capacity and well-being for Hitchin.

3. REASONS FOR RECOMMENDATIONS

- 3.1 To ensure the Members are kept informed of the work of the Community Engagement Team.
- 3.2 This report is intended to inform Members of the financial resources available. It draws attention to the current budgetary situation by assisting in the effective financial management of budgets. This ensures that all actions are performed in line with the Authority's Financial Regulations, the Council's Constitution, and the guidance of the existing Grants policy as agreed by Cabinet in January 2020.

4. ALTERNATIVE OPTIONS CONSIDERED

- 4.1 There are no alternative options being proposed other than those detailed within the text of this report. However, in the course of debate at committee, Members may wish to comment and offer additional views on any of the items included within this report.

5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS

- 5.1 Consultation with Members has occurred in connection with the allocation of funds for Community Projects.
- 5.2 Consultation with the respective officers and external bodies/groups has taken place regarding funding proposals for Committee Funds.

6. FORWARD PLAN

- 6.1 This report does not contain a recommendation on a key Executive decision and has therefore not been referred to in the Forward Plan.

7. BACKGROUND

- 7.1 With reference to the Council's Constitution, Section 9.3 Area Committees will include budgets for the purpose of providing grants and discretionary budgets that may be used within the area of the Committee for economic, social and environmental well-being. Under the current grant criteria there is no upper limit outlined for the amount of grant funding to be allocated which can be decided at the Committee's discretion.
- 7.2 Members are asked to note the information detailed in Appendix 1. Hitchin Area Committee Budget Spread sheet, which relates to the Area Committee budget balances for 2021/22. The spreadsheet also details pre-allocated sums carried forward from the previous financial years, including balances and past expenditure.

8. **RELEVANT CONSIDERATIONS** - Councillors are at liberty to consider any amount requested in a grant application as long as the Hitchin area committee has sufficient funds in the 2021/2022 budget.

8.1 Grant Applications

8.1.1

Applicant

Getting Rooted C.I.C. for 'Ron's Plot' Community Allotment Garden

Project	The set up and running of new adult/ teen gardening workshops
Sum requested	£430
Total project cost	£480
Match funding	£50 Plant sales and workshop fees
Previous support	Project received £1070 previously in 2021
NHDC Policy met	Yes
Council objectives	Be a more welcoming and inclusive Council Build thriving and resilient communities Respond to challenges to the environment

Getting Rooted C.I.C. was set up by Aletheia Mashiri to create, demonstrate and teach models of sustainable and regenerative practice in order to foster resilience within communities using permaculture design principles (rooted in horticulture: local food production and wild life protection); drawing from the permaculture ethics of 'care of the earth' (recycling and care of the environment); 'care of people' (social and therapeutic horticulture); and 'sharing fairly' (surplus seedlings and produce shared within communities and between local green projects).

As well as their Sunnyside Community Front Garden and raised veg beds at Our Lady's Church/Hitchin Foodbank, they run an outdoor learning and sharing garden - Ron's Plot Community Allotment in Westmill. They also share surplus produce with the Hitchin Food Rescue Hub led by Lisa Harmer and try to support and encourage outside local green projects by way of plant and seedling donations.

The money will be spent on creating adult/ teen gardening workshops on sowing/thinning and potting up saved seeds taking semi-ripe herb cuttings and hardwood fruit shrub cuttings to propagate plants for free. Plant specimens growing on site at Ron's plot community allotment and saved seed. Equipment bought for these workshops can be reused for other gardening sessions.

At Ron's Plot Community Allotment, they engage with and welcome the contributions of residents, community groups and businesses, working collaboratively with local people. They often receive donations in cash and kind from local residents who may or may not visit the project but share advice and information on gardening and best practice with them via social media.

During partial school closures they shared outdoor learning activities locally and nationally via social media to encourage families outdoors for their mental and physical wellbeing.

They work on frequent and regular opportunities to improve the partnership and relationship between the Council and with local citizens. Their reach extends out from their Westmill base on the Burford Way Allotments to local towns and villages of North Hertfordshire via their social media interactions.

With this funding they will be able to teach local community members to propagate plants at little or no cost at their community allotment. They can encourage them to become more involved in supporting, planning, improving, and maintaining local environments by donating surplus plants. Some of their volunteers are already involved in other green projects which they share e.g. litter picking to encourage others. They are also in touch with a local arts charity, local BAME charities, home education groups and local GP social prescriber (GP Link Worker Hitchin & Whitwell) and Job Centre to encourage future engagements with the communities they work with.

They seek to provide a clean and safe environment in partnership with their stakeholders and local people. Their permaculture values of caring for the earth; caring for people and sharing resources fairly are at the core of the practice and educating within the local community.

They are an innovative and inclusive group and would like to expand their provision by helping train up other local people within their own projects to not only increase their mental and emotional well-being by working outdoors and learning how to propagate their own plants but to reap the benefits of perhaps developing an entrepreneurial approach as they develop their resilience in these endeavours.

They will continue to develop their own horticulture enterprise by growing surplus seedlings and plants to share and sell on to the local community. They would also like to be able to create new job opportunities by training up their own volunteers to gain the confidence and experience to apply for work in this field.

8.1.2

Applicant Project	Hitchin Allotments Association
Sum requested	Purchasing a tool store and tools that they can loan out to new allotment tenants.
Total project cost	£800
Match funding	£1,100
Previous support	£300 Membership fees
NHDC Policy met	£930 in 2019
Council objectives	Yes
	Be a more welcoming and inclusive Council
	Build thriving and resilient communities
	Respond to challenges to the environment

Hitchin has four allotment sites managed by North Herts District Council, in Old Hale Way, Burford Way, Ransom's Rec and Pirton Road, and one newer site in Old Hale Way managed by Herts County Council. The Hitchin Allotments Association has members from all five sites. They liaise with the Councils and represent the allotment holders' interests.

They want to buy a tool store and a good set of tools they can loan out to new allotment tenants. Buying the equipment for an allotment is expensive and can be a block to people taking on and successfully maintaining an allotment.

This is especially so because often plots need a lot of clearance work at the start. Or the tenant has already had to pay out the annual rent of £150 for a whole plot or £75 for a half plot. There are also significant other costs such as for a shed, plants, and equipment

They have often observed that people give up plots early on because these challenges get on top of them despite other plot holders lending things. A tool loan scheme will remove one of these obstacles.

They are wanting to make taking an allotment more accessible to people who may be financially challenged. Tools for loan will also help them when they are doing volunteer gardening to support older or unwell tenants when volunteers come to help them. It means they can supply the tools if needed.

In terms of value for money they have searched online for best prices and have priced up tools which are likely to have a long life, rather than going for the cheapest which

then break quickly. This will benefit new allotment tenants and older or unwell allotment tenants who need support to keep going. Often their allotment is their life and keeps them going. This will benefit all allotment sites across Hitchin.

They will have in place a clean down policy on collection and return of all tools using appropriate wipes and sprays. And this will be explained in the sign out sheet they will use with loanees.

This application supports the first two NHDC objectives, making taking an allotment, with its physical and mental health benefits, more accessible to everyone in the community including those with less disposable income. Also, older people helping them continue to hold on to their allotment giving them a social outlet they would otherwise lack.

They will promote the tool loan using their newsletter, twice a year, and their website. The scheme can be mentioned on the Hitchin Allotment pages of the NHDC website and in the local newspaper. They are happy to run an allotments story in any of the council's publications.

8.1.3

Applicant Project	Letchworth and Hitchin Sea Cadets
	IT equipment to aid training for the cadets, camping and boating equipment, education, and training events
Sum requested	£1,000
Total project cost	£3,460
Match funding	£1,000 Letchworth Committee £620 Locality budget £840 Fund raising
Previous support	£50 in 2016
NHDC Policy met	Yes
Council objectives	Be a more welcoming and inclusive Council Build thriving and resilient communities

Letchworth and Hitchin Sea Cadets offer a range of different activities from sailing, windsurfing and powerboating - to rock climbing, camping, and music - plus, so much more. At Letchworth and Hitchin Sea Cadets, cadets can gain different qualifications that they can take with them once they leave Sea Cadets.

Their aim is to guide young children to become more responsible young adults. Teaching them to be more active in their community through leadership and motivation. Helping them to assist themselves and others around their area making them better future citizens. Helping them to gain national recognised qualifications outside the normal educational remit.

This can be done with the help from the grant by giving them better and more reliable equipment, helping their staff to educate them to a higher standard and more professional level.

The grant will benefit Cadets of Letchworth (10), Hitchin (10) and Baldock (2). Roughly 40 people would directly benefit from the funds as the army cadets would be able to share some of the IT equipment.

This grant is to be split across the Hitchin Committee and the Letchworth Committee (£1,000 each). The rest of the funding will come from Hertfordshire County Councillors' locality budgets.

8.2 Community Team Engagement Update

8.2.1 The team have been continuing to engage and network with local community groups and initiatives. This involved:

- Supporting various local and district wide Network Groups such as Youth Action, Food Provision and Westmill.
- Assisting in Charnwood House Open Days.
- Working closely with the Westmill Centre to help them with their MUGA (Multi-Use Games Area) litter/ ASB problems.
- Continuing to share and disseminate information on social media and to mailing lists, keeping in touch with the community, voluntary, statutory and non-statutory agencies.
- Facilitating virtual Hitchin Councillors' Surgeries.
- Facilitating virtual Hitchin Town Talks.
- Gathering speakers and information for the Cabinet Panel for Community Engagement and Co-operative Development.
- Continuing to work with, and add to, the Arts Cooperative which was set up after the Hitchin Arts and Culture Town Talk.
- Assisting in the organisation of the Chair's Volunteer Awards and next year's Holocaust Memorial Day Event.
- Working with groups to help them secure funding from the new Health Protection Board Covid Recovery Fund.

8.2.2 Update on Previous Grants Awarded

- Hitchin Festival - The Dell at Woodside
North Herts District Council (NHDC) awarded over £2000 to support the Hitchin Festival following a virtual meeting of its Hitchin Area Committee on 15 June.

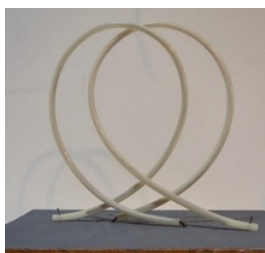
The annual arts festival has been running for the last ten years, bringing together community groups, businesses and individuals. The grant went towards creating a week-long series of events, running from Saturday 24 July to Saturday 31 July, at The Dell Open Air Theatre, next to the Queen Mother Theatre, Woodside.

The funding was used towards the hire of staging and technical equipment and to ensure the space remains safe and secure, with fencing and security present throughout the duration. We have invited Cllr Keith Hoskins and Glyn Doggett, from the Hitchin Festival team, to give us a report on how it went at this Hitchin Committee.



Hitchin Festival - The Dell at Woodside. Before and after.

- Ravidassia Community Centre – update from Suraj Kamal
Work has resumed and the Engagement team have been invited to see the site week commencing September 27th.
- Quaker Meeting House – update from Chris Kell
An update on the Unity Sculpture project – 'Have raised the £8,000 which would trigger NHDC's grant (agreed last year by Hitchin Committee) for the sculpture in the Peace Garden.' - Chris Kell - North Herts Interfaith Forum (NHIFF). Evidence to be supplied before the remaining funds are released.



Unity sculpture model photo

8.3 Highways Matters

- 8.3.1 This section is included within the community update report for each committee cycle to facilitate debate and enable appropriate feedback on any of the proposed or listed Highways related schemes.
- 8.3.2 Any new proposals or revised schemes will be forwarded to the respective Herts County Councillor for consideration who will in turn report back and advise the Committee accordingly.

9. LEGAL IMPLICATIONS

- 9.1 Sections 9.8.1 (a) and 9.8.1 (b) of the Council's Constitution in respect of the Area Committees' Terms of Reference, notes the following: - To allocate discretionary budgets within the terms determined by the Council and to allocate devolved budgets and activities within the terms determined by the Council. This is outlined in the current Grant Policy agreed by Cabinet in January 2020. Section 9.8.2 (h) of the Constitution in respect of Area Committees' Terms of Reference notes that they may: - Establish and maintain relationships with outside bodies/voluntary organisations operating specifically with the area including, where appropriate, the provision of discretionary grant aid/financial support etc. but excluding grants for district-wide activities.
- 9.2 Chapter 1, s1-8 of the Localism Act 2011 provides a General Power of Competence which gives local authorities the powers to do anything provided that it is not specifically prohibited in legislation.
- 9.3 Section 137 of the Local Government Act 1972 provides specific authority for the Council to incur expenditure on anything which is in the interests of and will bring direct benefit to its area. This includes a charity or other body operating for public service

10. FINANCIAL IMPLICATIONS

- 10.1 As outlined in Appendix A - Hitchin Area Committee budget sheet 2021/22.
- 10.2 At the end of the 2020/21 financial year, the carry forward budget was £3,465 of which £2,000 had been allocated to the Peace Garden Sculpture and is due to be released shortly and the remaining £1,465 has been utilised as part of the grant to Hitchin Festival.
- 10.3 The current 2021/22 base budget was £11,000 and £720 has been spent, (being the remainder of the Hitchin Festival grant). This leaves a budget available of **£10,280**.
- 10.4 The grant applications for this meeting total £2,230 and if the Members agree the grants outlined in this report this will leave a balance of £8,050.

11. RISK IMPLICATIONS

- 11.1 There are no relevant risk entries that have been recorded on Pentana Risk, the Council's performance and risk system. Individual events should have their own risk assessments in place to mitigate any health and safety issues. Whenever a request for grant funding for equipment is received, the recipient of the funding will be advised to obtain insurance for the item to avoid a repeat request for funding in the event of the equipment being stolen or damaged. There are no pertinent risk implications for the Authority associated with any items within this report.

12. EQUALITIES IMPLICATIONS

- 12.1. In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.
- 12.2. Area Committee funding is awarded to community groups that clearly demonstrate positive impact on the community and wider environment. The projects outlined in this report seek to advance equality of opportunity and foster good relations.

13. SOCIAL VALUE IMPLICATIONS

- 13.1. The Social Value Act and “go local” requirements do not apply to this report.

14. ENVIRONMENTAL IMPLICATIONS

- 14.1 The grant application for Getting Rooted C.I.C. at ‘Ron’s Plot’ Community Allotment Garden has the potential to create positive environmental implications by promoting people growing their own food and to encourage healthy and sustainable food growing practices. Surplus seedlings and produce are also shared within communities and between local green projects.
- 14.2 The grant application for Hitchin Allotment Association has the potential to create positive environmental implications by promoting people growing their own food and to encourage healthy and sustainable food growing practices. Loaning tools and reducing the need for individuals to each purchase their own tools will also have a positive environmental impact in terms of minimising waste and consumption as less items will need to be bought per person if they are able to be loaned and shared.

15. HUMAN RESOURCE IMPLICATIONS

- 15.1 There are no pertinent Human Resource implications associated with any items within this report.

16. APPENDICES

- 16.1 Appendix 1 – 2021/22 financial year budget sheet.

17. CONTACT OFFICERS

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18. BACKGROUND PAPERS

- 18.1 Review of Policies and Procedures for Financial Assistance to Voluntary and Community Organisations, November 2002.
- 18.2 Review of Grant Policy Cabinet January 2020.

HITCHIN AREA COMMITTEE BUDGET 2021/22

SUMMARY/ TOTALS	Funding	Allocated	Spent	Outstanding	Unallocated Budget					
<u>Budget brought forward from 2020/21</u>	£3,465	£3,465	£1,465	£2,000	£0					
<u>Budget 2021/22</u>	£11,000	£720	£720	£0	£10,280					
Total	£14,465	£4,185	£2,185	£2,000	£10,280					

	Funding		Project	Allocated	Date	Spent	Outstanding	Unallocated	
Funds Brought Forward from 2020/21	£3,465		Peace Garden Sculpture	£2,000	29/09/2020		£2,000		Agreed but funding on hold pending full funding for project being secured.
			Hitchin Festival	£1,465	15/06/2021	£1,465	£0		Total awarded £2185. £720 from 2021/22 budget
Total	£3,465			£3,465		£1,465	£2,000	£0	

	Funding		Project	Allocated	Date Allocated	Spent	Outstanding	Unallocated Budget	Comments
2021/22 Base Budget	£11,000		Hitchin Festival	£720	15/06/2021	£720	£0		Total awarded £2185. £1,465 from 2020/21 c/fwd budget
Total	£11,000			£720		£720	£0	£10,280	

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HITCHIN COMMITTEE DATE: 12th October 2021

PART 1 – PUBLIC DOCUMENT

TITLE OF REPORT: CHARNWOOD HOUSE, HITCHIN

REPORT OF: Senior Estates Surveyor

EXECUTIVE MEMBER: Councillor Sam Collins

COUNCIL PRIORITY: BUILD THRIVING AND RESILIENT COMMUNITIES &
ENABLE AN ENTERPRISING AND CO-OPERATIVE ECONOMY

1. EXECUTIVE SUMMARY

- 1.1 To update the Committee on the outcome of the community engagement exercise for Charnwood House.
- 1.2 To request the Committee's approval to seek Cabinet's authority to dispose of Charnwood House by way of a lease of maximum term of 99 years, and to seek Cabinet's authority to market the property for leasing by informal tender.

2. RECOMMENDATIONS

- 2.1 That the Committee notes the outcome of the community engagement exercise.
- 2.2 That the Committee approves seeking Cabinet's authority to dispose of Charnwood House by way of lease of maximum term of 99 years, and seeking Cabinet's authority to market the property for leasing by informal tender.

3. REASONS FOR RECOMMENDATIONS

- 3.1 Noting the outcome of the community engagement exercise supports the Committee's role in coordinating interest in Charnwood House from parties within the public, private and voluntary sectors, in pursuit of repurposing the building to community hub use.
- 3.2 Approving seeking Cabinet's authority to dispose of and market Charnwood House for leasing will signify support to Officers to pursue these important next steps towards securing Charnwood's future use as a community hub.

4. ALTERNATIVE OPTIONS CONSIDERED

- 4.1. Not approve seeking Cabinet's authority to dispose or market Charnwood House for leasing out. This option is not considered prudent and should be rejected. It is considered this option risks delaying or missing the opportunity to build on the recent community engagement and securing this building's long-term future as a community hub.

5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS

5.1. The following Councillors have been consulted on various aspects of the journey towards Charnwood House becoming a community hub:

- Councillor Ian Albert;
- Councillor Sam Collins;
- Councillor Keith Hoskins; and
- Councillor Judi Billing.

The Councillors have been supportive and enthusiastic to maintaining momentum in this project.

5.2 Members of Charnwood Community Management Association (CCMA) have also been consulted as set out in paragraphs 8.1.1 and 8.1.2 below.

6. FORWARD PLAN

6.1 This report does not contain a recommendation on a key Executive decision and has therefore not been referred to in the Forward Plan.

7. BACKGROUND

7.1 On 15th December 2020, Cabinet was asked to decide on the potential letting or sale of Charnwood House to a community group. Cabinet's decision is set out below:

"That the principle of the option presented be progressed further with the widest possible community engagement on the proposals and use". (Item 77).

7.2 This report to Hitchin Committee has three aims:

- (i) To outline actions taken in conducting the community engagement exercise.
- (ii) To summarise the outcome of the community engagement.
- (iii) Propose and outline the next steps for helping secure Charnwood House's long-term future as a community hub.

8. RELEVANT CONSIDERATIONS

8.1 Community Engagement: Actions taken

8.1.1

A draft community engagement background document and draft questionnaire were sent by NHDC Estates to CCMA on 10th August 2021 to gather feedback on their content and structure. The background document provided details on Charnwood House and elaborated on the community hub concept, such as its proposed educational aims. The questionnaire was drafted with two objectives in mind, which were:

- (i) Gather insight from community on the type of functions, facilities or services they need or want from the community hub, and the level of demand for them; and

- (ii) Gauge the appetite for individuals or organisations to collaborate with NHDC to transform Charnwood into a community hub, and take on a lease of the building.

The draft background document and draft questionnaire are provided at Appendix A and Appendix B respectively.

8.1.2

A follow-up meeting was held between Estates and members of the CCMA on 13th August 2021 to discuss the drafts in greater depth. Whilst the CCMA were appreciative of the direction of the documents, they felt the level of intricate detail may prove off-putting in the engagement process for Charnwood.

8.1.3

Having listened to CCMA's feedback, it was decided to hold two open days at Charnwood House on the 3rd and 4th September 2021. These events were advertised on NHDC's website and via an article in The Comet newspaper. During the open days, the public were given opportunity to look round the building internally and externally, with Officers and Councillors in attendance to offer guidance and address enquiries. A shorter, refined questionnaire was available at the property on the open days, and subsequently placed on NHDC's website. Closing date for return of completed questionnaires was 20th September 2021.

8.1.4

The questionnaire comprised a condensed version of the earlier draft and enquired as to the following:

- Nature of interest for NHDC's community hub proposal at Charnwood House.
- Level of support for proposal.
- Whether people would wish to participate in developing & operating facility.
- Business ideas to run from Charnwood.
- Functions, facilities or services desired or required from a community hub.
- Attributes of Charnwood House that people wish to see retained in redevelopment to a community hub.

A copy of the questionnaire forms Appendix C.

8.2 Community Engagement: Outcome

8.2.1

The open days were attended by over 200 visitors across the two days. Over 160 questionnaires were completed and returned to NHDC. As at the date of this report, Officers have analysed approximately 110 responses.

8.2.2

Based on the analysis so far, there were a range of ideas which were mentioned repeatedly. These were:

- Charity use.
- Homeless/food bank use.
- Space for services like CVS and CAB.
- Music and choir use.
- Life skills, children's education and/or adult education.
- Carers' support and support for those with care needs.
- Community café.
- Meeting space for hire & hot desking for home workers.
- Freelancer/entrepreneurial support.
- Community workshop for DIY/life skills.
- Community kitchen for cookery and life skills.
- Artistic, craft and exhibition space.
- Therapy space.
- Expanded library.
- Mix of flexible and permanent space.

8.2.3

Once all questionnaire responses are analysed, more ideas may be identified.

8.2.4

Respondents were divided over how, if at all, the building should be modified. Most felt the exterior of the building should remain as it is. There was, however, a divide over whether the interior should be reconfigured and how this would be undertaken. Some wanted larger space while others preferred more sub-division and private interview rooms.

8.2.5

There was near universal agreement that the building needed access improvements, including a lift to the first floor, and public toilets.

8.2.6

There were a number of members of the community, charities and private/voluntary organisations who expressed a desire to help with the project or take on some or all of the space.

8.2.7

Strong opinions were expressed over the length of time the building has not been used for and concern over the covenant and Listed nature of the building not being respected.

8.2.8

Overall, the community engagement revealed an overwhelmingly positive feeling and constructive feedback to the idea of a community hub.

8.3 Next Steps

8.3.1

The resounding success of the community engagement open days has provided NHDC valuable insight into the level and nature of demand for a community hub at Charnwood House.

8.3.2

Based on the wide array of interest identified during the community engagement, it is reasonable to envisage there being wide and competitive interest in taking on a lease of Charnwood House for development and operation as a community hub. Inevitably, not all parties who express or submit interest can be rewarded with a lease as the building will not physically accommodate all parties. This is a regrettable but practical inevitability, and worth raising at this stage.

8.3.3

To build on the success of the engagement process, and move matters forward towards securing a community hub at Charnwood House, it is time to recommend the next steps.

8.3.4

The next steps recommended are for Officers to seek Cabinet's authority to dispose of Charnwood House by way of a lease of maximum term of 99 years, and to seek Cabinet's authority to market the property for leasing by informal tender. Marketing will help achieve two important requirements:

- First, maximum exposure of the building and the leasing opportunity so that all parties – be they individuals, organisations or several interested parties acting in collaboration - have equal chance to submit their interest; and
- Second, an equitable and robust process by which interest submitted can be assessed and evaluated for selection of the tenant party.

8.3.5

In addition to background information about the property being offered, the marketing particulars should include the following key points:

- The parameters, for example Charnwood's Grade II Listed status, covenant and registration as Asset of Community Value (with associated moratorium considerations).
- What NHDC is looking to achieve from the building, i.e. see it transformed into a community hub, having direct regard to the conclusions drawn from the community engagement.
- What NHDC is offering, for example lease term of 99 years.
- Requesting interested parties for their offers of rent, proposed capital investment, proposed lease terms and business cases.
- Achieve duty of best consideration.

8.3.6

Further, it is recommended the marketing particulars set out what NHDC is not looking to achieve, such as residential conversion, demolition or selling its freehold.

8.3.7

Marketing must be conducted sensitively with full recognition of the historic and architectural importance of Charnwood House, and its status as a much cherished landmark building within the Hitchin and wider community.

8.3.8

Incidentally, allowing short-term occupation of Charnwood House prior to leasing out the property is not considered prudent for several reasons, including:

- Practical feasibility: works of repair are required to the building and its services to make it suitable for occupation.
- The occupier will need to be vacated once the marketing process for the long-term lessee is completed.
- To ensure fairness, the building will still need to be marketed before selecting the short-term occupant.
- The building is still partially used by NHDC for operational storage purposes.
- Short-term occupation is likely to prove off-putting to prospective long-term tenants who inspect the building, and obstructive to their due diligence surveys.
- Generally, short-term occupation will prove a hindrance to securing this building's future as a community hub.

9. LEGAL IMPLICATIONS

9.1. This report is written in the context of a Committee function.

9.2 Paragraph 9.8.2 of the Council Constitution stipulates the following terms of reference for Hitchin Committee, considered applicable to the subject matter of this report:

- Paragraph 9.8.2 (a):
"To undertake a community leadership role in bringing together different interest groups from the public, private and voluntary sectors to work in partnership to meet the Council's corporate strategic and local objectives".
- Paragraph 9.8.2 (c):
"To receive petitions, presentations and questions from members of the public, groups and outside bodies on matters relating to their area".
- Paragraph 9.8.2 (d):
"To act as a forum for discussion on matters of local interest and in particular to elicit/hear the views of local bodies and organisations".

- 9.3 The Contract Procurement Rules and specifically Part I of those Rules apply to leases of property for a fixed term of more than twenty years. Charnwood House will need to be declared surplus to NHDC's operational requirements as part of the report to Cabinet.
- 9.4 Section 123 of the Local Government Act 1972 General Disposal Consent (England) 2003 allows a Council to dispose of land in any manner it wishes provided that the consideration is the best that can be reasonably obtained unless the Secretary of State consents to the disposal for less than best value for the following reasons:
- (i) The promotion or improvement of economic well-being.
 - (ii) The promotion or improvement of social well-being.
 - (iii) The promotion or improvement of environmental well-being.
- 9.5 The Localism Act 2011 and Assets of Community Value Regulations 2012 will apply in considering a disposal of Charnwood House as it is a registered Asset of Community Value.

10. FINANCIAL IMPLICATIONS

- 10.1 Depending on the terms of the lease, a lease will reduce or eliminate NHDC's maintenance and other costs of Charnwood House.
- 10.2 Leasing the property could produce some level of rental income.
- 10.3 In the event the building is leased out and the lease is surrendered early by the tenant or otherwise terminated, NHDC will resume incurring the holding costs of the building. NHDC may also be expected to continue the operation itself, incurring direct running costs such as labour costs.
- 10.4 A new tenant may be able to pay for, or contribute towards, the capital costs of converting, refurbishing and/or upgrading Charnwood House to a community hub. This will reduce or eliminate capital spend by NHDC.
- 10.5 In the event the conversion or refurbishment of the building is left partially complete, there may be an expectation that NHDC either completes the work or reverses it. Should protections in the lease fail to secure this work being undertaken by the tenant, NHDC will incur capital costs.

11. RISK IMPLICATIONS

- 11.1 The leasing out or full occupation of property assets reduces the risk to the District Council arising from the duties under the Occupiers Liability Act 1957 and 1984.
- 11.2 Although disposal of Charnwood House (by lease) presents potential risks to NHDC, such as the tenant failing to observe the lease obligations, no leasing activity or indeed marketing for lease will take place until Cabinet approves such disposal. Hitchin Committee is not being asked to approve any disposal by lease or otherwise. No risks are considered to directly emanate from the recommendations set out in this report.

12. EQUALITIES IMPLICATIONS

- 12.1. In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.
- 12.2 The proposed return of the property to a community resource should result in greater community inclusion in the area, to include those who exhibit a protected characteristic.

13. SOCIAL VALUE IMPLICATIONS

- 13.1. The Social Value Act and “go local” requirements do not apply to this report.

14. ENVIRONMENTAL IMPLICATIONS

- 14.1. There are no known Environmental impacts or requirements that apply to the recommendations of this report.

15. HUMAN RESOURCE IMPLICATIONS

- 15.1 There are no human resource implications.

16. APPENDICES

- 16.1 Appendix A: Draft community engagement background document.
- 16.2 Appendix B: Draft community engagement questionnaire.
- 16.3 Appendix C: Questionnaire that was available at both open days.

17. CONTACT OFFICERS

- 17.1 Christopher Robson, Senior Estates Surveyor christopher.robson@north-herts.gov.uk; ext 4252.

18. BACKGROUND PAPERS

- 18.1 None.

<p style="text-align: center;">HITCHIN COMMITTEE DATE: 12th October 2021</p>

<p>PART 1 – PUBLIC DOCUMENT</p>
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TITLE OF INFORMATION NOTE: CHARNWOOD HOUSE, HITCHIN

INFORMATION NOTE OF THE: Senior Estates Surveyor

EXECUTIVE MEMBER: Councillor Sam Collins

PRIORITY: BUILD THRIVING AND RESILIENT COMMUNITIES &
ENABLE AN ENTERPRISING AND CO-OPERATIVE
ECONOMY

1. SUMMARY

- 1.1 Update Committee on outcome of community engagement for Charnwood House.
- 1.2 Request Committee's approval to seek Cabinet's authority to lease & market building.

2. STEPS TO DATE

- 2.1 Community engagement exercise undertaken by way of two open days at Charnwood House, held 3rd & 4th September 2021, and via questionnaire.
- 2.2 Over 160 questionnaires completed and returned to NHDC by community members.

3. INFORMATION TO NOTE

- 3.1 Analysis of questionnaires so far shows a range of popular ideas for a community hub.
- 3.2 Overall, very positive feeling and constructive feedback to community hub idea.

4. NEXT STEPS

- 4.1 Committee to note outcome of the community engagement exercise.
- 4.2 Committee to approve seeking Cabinet's authority to dispose of Charnwood House by way of a lease and to market the property for leasing by informal tender.

5. APPENDICES

- 5.1 Appendix A: Draft community engagement background document.
- 5.2 Appendix B: Draft community engagement questionnaire.
- 5.3 Appendix C: Questionnaire that was available at both open days.

6. CONTACT OFFICERS

- 6.1 Christopher Robson, Senior Estates Surveyor christopher.robson@north-herts.gov.uk; ext 4252.

7. BACKGROUND PAPERS

- 7.1 None.

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CHARNWOOD HOUSE

Paynes Park, Hitchin, Herts

New lease of life



Charnwood House: Front (south-west) elevation. Photographed 11th June 2021

! HELP SHAPE CHARNWOOD's FUTURE !

Final date for feedback:
Monday 1st November 2021

Community Engagement: Overview

North Hertfordshire District Council (NHDC) owns Charnwood House, the former museum. NHDC is engaging the community to help secure the long-term future of this cherished landmark building. The goal is for Charnwood to be given a new lease of life by sensitively transforming the building into a **COMMUNITY HUB**. NHDC wishes to see Charnwood House revitalised and repositioned as a core functional asset, serving & supporting the community.

NHDC is seeking a dedicated organisation to take on a lease of Charnwood House and refurbish, operate & manage the building as a community hub. As the first step in this journey, NHDC is reaching out to you, the community, to gather your feedback.

! Your Opportunity to Contribute !

NHDC invites and warmly welcomes your feedback on transforming Charnwood House into a community hub. Feedback can include:

- Ideas & opinions on future uses you need or want from a community hub.
- Proposals for a community hub that will complement & support local businesses.
- Knowledge & experience sharing on creating & shaping a community hub.
- Details on how you wish to participate in developing & operating a community hub.
- Your replies to the Questionnaire (see section headed “**Questionnaire**”).
- Anything else you think relevant – such as designs, plans & drawings.

Feedback is sought from organisations across NHDC’s community & district, including:

- Charities & other third sector organisations;
- Businesses – whether small, large, new or established;
- Schools, colleges & other education or training providers;
- Public sector bodies; and
- Other stakeholder organisations.

Feedback is also sought from individuals who anticipate they will benefit from Charnwood House or use the facility once it opens as a community hub. Feedback may include the uses you need or want from a community hub. Individuals across NHDC’s community & district are welcome to contribute feedback, including:

- Residents;
- Workers/employees; and
- Visitors/tourists.

Your responses will inform & influence proposals for refurbishing & adapting Charnwood House into a useful, creative & exciting community hub asset. This feedback will help NHDC ensure proposals meet your priorities, needs & aspirations for a community hub, and add value to what members of the community, local businesses & other community stakeholders do.

Questionnaire

NHDC also invites you to fill in and return the Questionnaire that accompanies. The Questionnaire comprises a series of open and more specific questions giving you opportunity to expand & enrich your feedback to NHDC. The Questionnaire can be downloaded by clicking on [\[electronic link\]](#). A hard copy can be requested by telephoning NHDC on **01462 474 377**.

How to submit Feedback & Questionnaire

Please submit your feedback & completed questionnaire to NHDC no later than **Monday 1st November 2021**, by:

- E-mailing: estates@north-herts.gov.uk;
or
- Posting to: Estates, North Hertfordshire District Council, Council Offices,
Gernon Road, Letchworth Garden City SG6 3JF

How do I find out more?

Please refer to the section headed “Project Vision & Background” to learn more on:

- The community hub proposal;
- How the community hub concept began;
- What NHDC hopes to achieve from this community engagement; and
- Charnwood House.

For further information and [support](#) on this community engagement, to arrange a viewing of Charnwood House or to discuss the project, please:

- E-mail: estates@north-herts.gov.uk;
or
- Telephone: **01462 474 377**
or
- Write to: Estates, North Hertfordshire District Council, Council Offices,
Gernon Road, Letchworth Garden City SG6 3JF

What happens next?

Once NHDC has collected your feedback and questionnaire responses, we will consider & explore them in more detail to begin outlining the next steps in pursuit of Charnwood House becoming a community hub.

Subject to Covid-19 precautions, NHDC intends to meet with the community to clarify, expand & refine potential options and help decide what best supports NHDC's goal of establishing a community hub at Charnwood House. NHDC will discuss with organisations to assess their interest in taking on a lease of Charnwood House in accordance with NHDC's Community Asset Transfer ("CAT") policy.

Community forums open to all, or specific sessions with organisations and individuals, are intended to be conducted online or in person as the project moves forward. Locations & dates for forums will be published on NHDC's website www.north-herts.gov.uk and **social media** in due course.

NHDC will share project updates with you as the project progresses on both NHDC's website and social media page.

The website can be found at:

www.north-herts.gov.uk/home/council-performance-and-data/land-and-property

The social media page can be found at:

[electronic link].

Project timeline*

Phase 1: September – November 2021

Community engagement: seeking feedback & responses from the community.

Deadline for feedback: Monday 1st November 2021.



Phase 2: November 2021 – February 2022

Consider & explore feedback received by NHDC.

Meet community to begin mapping out options & proposals.

Gather formal expressions of interest from community to take on lease, refurbish, operate & manage Charnwood House as community hub.

Discuss NHDC's Community Asset Transfer ("CAT") policy.



Phase 3: February 2022 – March 2023

Follow the process of NHDC's CAT policy. To include requesting eligible parties to provide NHDC:

- Narration of business development process.
 - Business plans.
- Financial projections showing expected levels of income & expenditure for the next 3 years & assumptions made to arrive at projections.
 - Outline of how parties anticipate funding proposals.
- Outline of how parties intend to staff, operate & manage the community hub.
 - Proposals for lease terms.
- Information/advice parties may have obtained from other stakeholders, such as the Planning department.



Phase 4: March 2023 – December 2023

Work commences to transform Charnwood House to community hub.

Community hub opens.

**Dates are estimated guides only dependent on several factors, including timing of securing necessary consents, approvals or authorities.*

Data protection

All personal data that you provide NHDC as part of this community engagement shall be treated confidentially and processed by NHDC in accordance with NHDC's duties as data processor under the Data Protection Act 2018. For further information relating to how we use and process data please see our Data Protection Statement - <https://www.north-herts.gov.uk/home/council-data-and-performance/data-protection/data-protection-statement>.

PROJECT VISION & BACKGROUND

The overriding goal is to sensitively & sustainably transform Charnwood House into a community hub, for and at the heart of the community, future-proofed for the 21st Century, and one the community will be proud to call its own!

Community Hub Proposal

The Vision for Charnwood House & community

- ❖ **Create focal point to foster community participation in activities with educational & vocational focus:**
 - Develop core skills such as numeracy & language, including skills for STEM subjects (Science, Technology, Engineering & Maths).
 - Tuition on digital & business skills to improve job prospects.
- Promote learning & engage in hobbies & interests, such as history, art, film & music.

- ❖ **Establish platform to support people starting or progressing their careers:**
 - Inspire school & college leavers.
- Networking opportunities for unemployed people to return to employment.
 - Guidance for people looking to change career or upskill.
 - Help improve life chances.

- ❖ **Lay foundations to improve community well-being and living standards:**
 - Provision of professional advice on physical & mental health issues.
 - Signposting to sources of support for vulnerable members of society.
- Safe place for communities to meet to combat loneliness, depression & dementia.
 - Provide space for indoor physical exercise & meditation activities/classes.

- ❖ **Provide facility to complement the business community:**
 - Place where businesses can meet potential employees & vice versa.
 - Cross-pollination of enterprising or innovative ideas & solutions.

! HELP NHDC & YOUR COMMUNITY ACHIEVE THIS VISION !



How community hub proposal began

On 15th December 2020, NHDC Officers presented a report to NHDC's Cabinet asking them to consider a proposal by Charnwood Community Management Association (CCMA). CCMA are a registered charity based in Hitchin who are dedicated to helping ensure Charnwood House is returned to its former glory as a key asset at the centre of Hitchin and wider community. CCMA's stated aims for the property are as follows:

"The aims of the association are to acquire and maintain the building for community use, providing a community hub for Hitchin residents with an emphasis on supporting those groups with an educational focus".

NHDC Officers asked NHDC's Cabinet to consider a potential letting or sale of Charnwood House to a community group. Cabinet decided upon the following action:

"That the principle of the option presented be progressed further with the widest possible community engagement on the proposals and use."

NHDC is keen to progress this action point and build on the interest shown by CCMA by galvanising interest from community stakeholders who share a similar vision for improving Charnwood House and reaffirming its position as a core community asset.

NHDC's aims for engaging with community

- To ascertain uses and services the community requires from the community hub proposed for Charnwood House, and the level of demand.
 - Galvanise organisations & individuals to propose practical solutions to refurbish & participate in running the building as a community hub.
- To ascertain common areas of interest and expertise amongst organisations & individuals to potentially seed a collaborative project or tenant group.
- To gauge appetite from community members in taking on a lease of the building & to inform future discussions with NHDC on the terms of the lease.
- To understand the resources & commitment people are willing & able to invest in Charnwood House's future, be it skills, experience or financial resources.
 - To seek feedback and help inform & drive designs, proposals & plans for the proposed community hub.
 - To establish how the hub will be delivered and to develop a lease for Charnwood House for a length of up to 99 years on terms to be agreed.



To give Charnwood House a new lease of life and secure its future as an integral part of the community, for the benefit of the community.

Charnwood House

Description & Location:

Charnwood House is a Grade II Listed semi-detached property in Hitchin built in the 19th Century, owned by NHDC. It once served as a public library and later a public museum. The public library is now provided from the adjoining property owned and operated by Hertfordshire County Council. The museum closed several years ago.

The building features an attractive, prominent two storey bay on the front (south-west) elevation with adjacent recessed front entrance.

Charnwood occupies an island site overlooking a mainly lawned and landscaped public area comprising a mix of mature deciduous and coniferous trees, hedging and shrub borders. The site is bounded by Nun's Close to the north, Paynes Park to the east, Old Park Road to the west, and tapers towards a roundabout to the south. Footpaths serve the building.

Charnwood House is close to Hitchin town centre and its variety of shops, restaurants, leisure & recreational facilities. Adjacent is the Physic Garden displaying a collage of fascinating plants and herbs. Public car parks are close by and bus services within convenient reach. Hitchin railway station is under 10 minutes away by taxi. The A1(M) motorway is circa 3 miles (4.8 kilometres) away. The property is in a Conservation Area.

Charnwood is now largely vacant since the museum collections and exhibits were moved to the new museum at Brand Street. A small amount of light storage is retained by NHDC, which will be cleared.

Accommodation & Facilities:

Charnwood House is configured over basement, ground floor and first floor levels with a mixed layout of larger open-plan rooms and smaller more cellular rooms. There is staircase access to the first floor but no passenger lift. Gross internal floor areas as follows:

- Basement: Circa 49 m² (527 square feet) – mainly storage space.
- Ground Floor: Circa 249 m² (2,680 square feet) – mainly display & storage space.
- First Floor: Circa 234 m² (2,518 square feet) – mainly display, office & storage space.

Charnwood benefits from 6 allocated car parking spaces in the adjoining car park. It also has use of two disabled bays shared with the library. The car park is accessed from, and exits onto, Nun's Close.

Ownership & Title:

NHDC owns the freehold interest in Charnwood House registered at HM Land Registry under title HD569981. The building is registered as an Asset of Community Value.

Business Rates:

The Rateable Value (1st April 2017) is £33,000. This is not the annual Business Rates amount. The Listed status may qualify the property for Business Rates relief when unoccupied. Interested parties should make their own enquiries with the local authority's Revenues department (telephone: 01462 474000).

Condition:

The building requires substantial repair and upgrading. There is evidence of water ingress, cracking render and plaster and deteriorating joinery and services. A full building survey and condition report is required for a comprehensive and detailed appraisal of condition.

Energy Performance Rating:

The property has an Energy Performance Certificate (EPC) rating of Band D-79. A copy of the EPC is available on request.

Thank you !

NHDC is grateful for your participation in this community engagement.

Important Notice

- This document is produced as a general outline only for guidance and does not constitute the whole or part of an offer or contract. No warranty can be given as to the condition or description of the property.
- All descriptions, whether in text, photographs or plans, dimensions, references to condition and necessary permissions for use and occupation and their details are given in good faith and are believed to be correct at the time of compilation of this document. However, any intending tenants or occupiers should not rely on them as statements or representations of fact and must satisfy themselves as to their accuracy and completeness by inspection or otherwise.
- The services, fixtures, fittings, appliances and other items of equipment have not been fully tested by North Hertfordshire District Council and therefore no warranty or representation can be given as to their condition, operation or fitness and capacity for the intended purpose. Interested parties should carry out their own enquiries to satisfy themselves as to their condition, operation, fitness and capacity.
- Any comment on Rateable Value is given in good faith. Intending purchasers must obtain confirmation direct from the local authority.
- All measurements and areas provided are approximate and given solely as a guide.
- All measurements are in accordance with the RICS Code of Measuring Practice, 6th Edition.
- North Hertfordshire District Council does not provide, and North Hertfordshire District Council's employees have no authority to make or provide, any representation or warranty whatsoever in relation to the property or this document.
- North Hertfordshire District Council does not hold itself responsible, in negligence or otherwise, for any inaccuracy, expenses or loss incurred in viewing the property or preparing proposals arising from the use of this document.
- The property is offered subject to being available.
- It should not be interpreted, or inferred, from this document that necessary permissions or consents are in place, such as Planning or Listed Building consent.
- It should not be interpreted, or inferred, from this document that necessary consents, approvals or authority from North Hertfordshire District Council are in place, for example Planning permission or Listed Building consent.
- Every care has been made in the preparation of this document. However, the document's accuracy is not guaranteed and interested parties must satisfy themselves on all matters upon which their offer is based.
- Interested parties should seek independent professional advice.
- This document was produced on 29th July 2021.

North Hertfordshire District Council, Estates & Asset Management, Council Offices, Gernon Road,
Letchworth Garden City SG6 3JF www.north-herts.gov.uk.

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CHARNWOOD HOUSE

Paynes Park, Hitchin, Herts

QUESTIONNAIRE



Charnwood House: Front (south-west) elevation. Photographed 11th June 2021

! HELP SHAPE CHARNWOOD's FUTURE !

Final date for feedback:
Monday 1st November 2021

Purpose of Questionnaire

To discover more about the organisations & individuals who respond to this community engagement exercise, and the ideas or proposals of those organisations & individuals for transforming Charnwood House into a community hub. The details will help inform North Hertfordshire District Council's (NHDC's) strategy for Charnwood House to become a community hub.

Questions & Enquiries

NHDC would really appreciate your responses to the following questions & enquiries. The Questionnaire contains two parts. Part 1 focuses on organisations. Part 2 focuses on both organisations **and** individuals.

Tell us about you

Before we start, NHDC would be grateful if you can complete the boxes below as applicable:

<u>If responding as an individual</u>	<u>If responding on behalf of an organisation or group</u>
<i>Please provide.....</i>	<i>Please provide.....</i>
Your name:	Organisation's name:
Address:	Address:
E-mail address:	Contact name:
Telephone number:	Contact Address <i>if different to above</i> :
	Contact E-mail address:
	Contact Telephone number:

So that NHDC can evaluate how inclusive this community engagement is, NHDC would be grateful if you can answer the following enquiries as applicable:

<u>If responding as an individual</u>	<u>If responding on behalf of an organisation or group</u>
What is your age?	What is the average (mean) age of your membership?
How would you describe your ethnic group or background?	What is the total number of members in the organisation or group?
<p>Which of the following best describes you and your present circumstances (<i>tick all that apply</i>):</p> <ul style="list-style-type: none"> (1) Registered disabled? (2) Black, Asian, and minority ethnicity (BAME)? (3) Retired? (4) Unemployed? (5) Student, apprentice, in training? 	<p>Of the total number, how many are:</p> <ul style="list-style-type: none"> (1) Registered disabled? (2) Black, Asian, and minority ethnic (BAME)? (3) Retired? (4) Unemployed? (5) Students, apprentices, in training?

Part 1: Organisations

1. What status does your organisation hold? *(tick appropriate option)*

- a. Registered charity?
- b. Unregistered charity?
- c. Club?
- d. Voluntary organisation?
- e. Other organisation?

If "Other organisation", please give details:

2. When was the organisation set up?

3. What are the main activities and objectives of your organisation?

4. Describe the demand for the activities that your organisation provides or conducts.

5. What are the benefits of the activities to the community of North Hertfordshire?

6. Is membership of the organisation restricted?

7. How many members of your organisation are North Hertfordshire residents?

8. Describe the make-up of your organisation. For example, in terms of experience and qualifications of members, staff & volunteers.

9. Describe how easy or difficult it is to recruit new members or trustees to your organisation?

10. How are you funded?

11. Is there a management committee or other type of governance structure in place?

12. Does your organisation propose to participate in developing & operating a community hub from Charnwood House? If so, please describe how.
13. Would you be interested in taking on a lease of Charnwood House for use as a community hub?
14. What would your organisation be aiming to achieve with Charnwood House?
15. Would your organisation allow for Charnwood House to be used by non-members?
16. What challenges do you envisage in taking on a lease of Charnwood House?
17. What resources or capacity can you provide in a project to refurbish & develop Charnwood House from its current format to an operational community hub? In particular:
 - a. Technical & practical expertise & experience, such as building, electrician or plumbing skills:
 - b. Professional expertise & experience, such as legal, surveying or Town Planning matters:
 - c. Financial expertise & experience:
 - d. Commercial, business & entrepreneurial expertise & experience:
18. What resources or capacity can you provide to then sustainably operate & manage the community hub once open? In particular:
 - a. Technical & practical expertise & experience, such as building, electrician or plumbing skills:
 - b. Professional expertise & experience, such as legal, surveying or Town Planning matters:
 - c. Financial expertise & experience:
 - d. Commercial, business & entrepreneurial expertise & experience:

19. What about *time capacity*? How would your organisation dedicate sufficient time to refurbish & develop Charnwood House and then run it as a sustainable community hub?
20. How would you fund capital expenditure required to adapt Charnwood House to a community hub?
21. How would you fund revenue expenditure required for Charnwood House, for example for ongoing repairs & maintenance during the lease term?
22. Can you indicate how much upfront financial resource you would be willing & able to contribute?
23. How long would you anticipate raising the necessary funds - both capital and revenue?
24. How would you generate sustainable income or funding for keeping Charnwood House open as a community hub?
25. Do you have an idea for a business that could be run from Charnwood House?
26. How would you ensure you manage your responsibilities as a tenant of Charnwood House? For example:
 - a. Adhering to Planning and Listed Building requirements?
 - b. Keeping the property in good repair and condition?
 - c. Adhering to health and safety laws and regulations?
 - d. Operating & keeping the property open as a community hub?
27. Tell us about your organisation's experience & track record of taking on similar projects, including generating capital or revenue.

28. What would be your anticipated timescale from taking on a lease of Charnwood House, through working on its adaptation to a community hub, to opening Charnwood as an operational community hub?

29. Would you be prepared to collaborate/work with another organisation or individual to form the tenant party of the lease?

30. What would you expect from NHDC as property owner and landlord?

31. NHDC may reserve a right in the lease to impose a rent if a certain income threshold is achieved by the tenant. What are your views on this position?

32. The space below is for you to include anything else you wish to inform NHDC. Feel free to continue on additional sheets if you need more space. Please ensure these additional sheets are submitted to NHDC together with this document.

Part 2: Organisations & Individuals

1. How would you describe Charnwood House at present – good points & bad points?
2. How could Charnwood House be improved?
3. What attributes of Charnwood House would you like to see retained?
4. NHDC wishes for the community hub proposed at Charnwood House to provide uses, functions, facilities or services that benefit the community, ideally with an educational focus. What suggestions do you have for local issues that the community hub should address?
5. What future uses, functions, facilities or services do you need or want from a community hub at Charnwood House?
6. Are there any activities, facilities, businesses or places you think are missing from Hitchin?
7. Which of the following activities & hobbies are you interested in (*tick all that apply*)?
 - a. Science, technology, engineering and/or mathematics.
 - b. Other types of education.
 - c. Training, apprenticeship and/or work experience.
 - d. Volunteering.
 - e. Art, design and/or crafts.
 - f. Making and/or repairing.
 - g. Music.
 - h. Film/cinema.
 - i. Developing computer games and/or digital coding.
 - j. Gardening.
 - k. History.
 - l. Cooking.
 - m. Keep fit exercise, sport and/or outside pursuits like walking or cycling.
 - n. Mental well-being activities, such as meditation.
 - o. Social clubs.
 - p. Other, please describe:

8. Please provide us more detail on your interests (*you can base your answer on your reply to question 7*):
9. About the building you currently use for your activities:
 - a. What features or facilities does the building provide that you like?
 - b. What do you dislike about the building?
 - c. How often do you use the building?
 - d. What do you think Charnwood House offers, or could offer, that your present building doesn't offer?
10. What interests you in Charnwood House?
11. What are your proposals, ideas or opinions on how Charnwood House should be refurbished and adapted to provide a community hub?
12. What knowledge or experience can you share of how to shape a community hub?
13. The space below is for you to include anything else you wish to inform NHDC. Feel free to continue on additional sheets if you need more space. Please ensure these additional sheets are submitted to NHDC together with this document.

How to submit Questionnaire

Please submit the Questionnaire and any associated documents to NHDC no later than **Monday 1st November 2021**, by:

- E-mailing: estates@north-herts.gov.uk;
- or*
- Posting to: Estates, North Hertfordshire District Council, Council Offices,
Gernon Road, Letchworth Garden City SG6 3JF

Data protection

All personal data that you provide NHDC as part of this community engagement shall be treated confidentially and processed by NHDC in accordance with NHDC's duties as data processor under the Data Protection Act 2018. For further information relating to how we use and process data please see our Data Protection Statement - <https://www.north-herts.gov.uk/home/council-data-and-performance/data-protection/data-protection-statement>.

Thank you !

Your time & effort responding to this Questionnaire is most appreciated by NHDC.

Charnwood House Open Day Feedback Questionnaire

Thank you for taking an interest in the future plans for Charnwood House. So that we may best evaluate how the local community would like to see the building redeveloped, we would be grateful if you could spend a small amount of time completing the questionnaire below in order to gather feedback. Once completed, your details will not be shared with any third parties and will solely be used for the purposes of following up on any responses given. Statistical data based on the responses given along with some quotes may be extracted for the purposes of publication or data analysis but all efforts to protect the identity of respondents will be taken in this regard. If you wish to take no further part in future community engagement on this issue then your submission will be destroyed following analysis of responses in order to protect any personal information shared with us during the course of the community engagement exercise.

1) Please tell us about yourself...

(If responding as an individual)	(If responding on behalf of a group or organisation)
Name:	Organisation name:
Address:	Address:
Email address:	Email address:
Telephone Number:	Contact Address (if different from above):
	Contact email address:
	Contact Telephone Number:

2) How would you describe the nature of your interest in Charnwood House (e.g. local resident interested in the future of a local landmark)?

3) Are you happy to be contacted again with regards to the future plans for Charnwood House?		
Yes	No	(Please circle as appropriate)
4) Do you support NHDCs proposal to transform Charnwood House into a Community Hub?		
Yes	No	(Please circle as appropriate)
5) Please explain your reasons why?		
6) If Charnwood House is transformed into a Community Hub, do you or your organisation wish to participate in developing and operating the building?		
Yes	No	(Please circle as appropriate)
7) If you wish to participate, please explain how?		
8) Would you be happy to be sent a more in depth follow up questionnaire		
Yes	No	(Please circle as appropriate)

9) Do you have a business idea which could be run from Charnwood House?		
10) What future functions, facilities or services do you need or want from a community hub at Charnwood House?		
11) What attributes of Charnwood House would you like to see retained in any redevelopment?		
12) Are there any additional points you would like to make regarding Charnwood House?		
13) Are you happy to be contacted as part of a follow up to this questionnaire?		
Yes	No	(Please delete as appropriate)

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HITCHIN AREA COMMITTEE 12 OCTOBER 2021

*PART 1 – PUBLIC DOCUMENT

TITLE OF REPORT: ANNUAL UPDATE ON S106 OBLIGATIONS FOR HITCHIN COMMITTEE

REPORT OF: DEVELOPMENT AND CONSERVATION MANAGER

EXECUTIVE MEMBER: PLANNING AND TRANSPORT

COUNCIL PRIORITY: SERVING OUR COMMUNITIES

1. EXECUTIVE SUMMARY

- 1.1 This report provides Members of the Hitchin Area Committee with the annual update on the details of progress made on all Section 106 Obligations within Letchworth during the financial year 2020/21.
- 1.2 The format of the information presented reflects the diminishing role of discretionary Section 106 funds, that unilateral undertakings are very rarely received and changing restrictions around the collection and distribution of funds. The information provided in the appendices reflects this. For the financial year 2020/21 all new agreements for the whole District are set out in **appendix 1** and **appendix 2** sets out the specifics of these agreements. All payments received for the Hitchin Area are set out in **appendix 3**. The table set out in **appendix 4** documents all current funds allocated during the last financial and **appendix 5** shows current outstanding unallocated funds for Hitchin.
- 1.3 The report also sets out the current position with respect to changing legislation, how future planning policy may reflect this and outlines progress of a revised strategy to seek wider community and ward Member involvement in identifying relevant projects at the earliest possible stage in the planning process.

2. RECOMMENDATIONS

- 2.1 That Members note the content of this report.
- 2.2 That Members agree that a report shall continue to be presented on an annual basis to the Area Committee, which sets out full records of all Section 106 activity for the preceding financial year and which reflects changes in legislation and practice.
- 2.3 That, other than where a contribution has been negotiated for a specific purpose or project, Ward Members of the area where the Section 106 Obligation or Unilateral Undertaking funding is generated and the Area Committee be consulted prior to funding being allocated away from that area. Members must note that the discretionary funds are rapidly diminishing and will not be replaced under current legislation and practice, for reasons that are set out in this report.

3. REASONS FOR RECOMMENDATIONS

- 3.1 To ensure that there is a robust system for negotiating and managing Section 106 Obligations and Unilateral Undertakings, that records activity for each financial year and is placed in the public domain.
- 3.2 To ensure that the process is kept under constant review and Member scrutiny and that the risk associated with this activity is managed in an appropriate manner.

4. ALTERNATIVE OPTIONS CONSIDERED

- 4.1 It is not considered that an alternative viable option is available at this time for the Council to manage and maintain records of Section 106 agreements and Unilateral Undertakings.
- 4.2 As from December 2020 the Ministry for Housing Communities and Local Government has required each local authority in England to provide annual Infrastructure Funding Statements (IFS). Such statements provide a full annual audit of all S106 activity throughout the District and the information provided is very similar to that which is presented to each Area Committee but of course covers the whole District and cannot be differentiated into Area Committee records. The first IFS for NHDC was published in December 2020. Despite the annual publication of S106 activity across the District, Executive Members have advised that Area Committees still need to be updated on an annual basis of activity specific to their localities and this report is a continuation of that. A copy of the December 2020 IFS can be found on the following link:
<https://www.north-herts.gov.uk/home/planning/apply-planning-permission/planning-obligations/developer-contributions>

5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS

- 5.1 This report is being presented to each Area Committee so that all Ward Members are fully aware of the progress and updated in relation this matter. No external organisations have been consulted.

6. FORWARD PLAN

- 6.1 This report does not contain a recommendation on a key decision and has not been referred to in the Forward Plan.

7. BACKGROUND

- 7.1 The Council introduced a Planning Obligations Supplementary Planning Document (SPD) in 2006 giving a formula for developers to calculate what their Section 106 costs might be. Its introduction has led to the majority of sites within the District since 2006 contributing towards the cost of infrastructure. Unilateral undertakings are a particular type of obligation under Section 106 that are only signed by the developer, instead of bilaterally by both the Council, and the developer.
- 7.2 The main objective of the SPD was to ensure that the additional demands upon infrastructure, services and facilities from new development are provided for and are put in place at the right time to contribute to the Council's priorities and capital programme.
- 7.3 The Community Infrastructure levy (CIL) regulations came into force in April 2010 and from this time the District has had the option of adopting a locally set CIL tariff to replace the use of S106 Obligations to secure developer contributions. However, through

successive administrations the Council has up to now decided not to adopt a CIL tariff so on that basis the District continues to rely upon site-specific Section 106 legal agreements to secure developer contributions towards infrastructure provision.

- 7.4 In March 2021, Cabinet resolved not to pursue a Community Infrastructure Levy (CIL) for the time being. This decision recognised that the key risk in pursuing CIL at that point was that any proposals may be overtaken by a national levy approach as mooted in the Planning White Paper rendering any preparatory works and costs abortive. Moreover, implementing CIL requires an up-to-date and adopted Local Plan. A decision on adoption of the Plan is expected before the end of this year.
- 7.5 Given the progress and presently anticipated outcomes of the Local Plan examination, in concert with the Government's stated timetable for progressing the White Paper proposals, it was considered most appropriate to focus resources towards ensuring the Council has the right tools to appropriately guide the most significant development schemes in the District.
- 7.6 However this matter will be revisited once the programme of work to support the new Local Plan is substantially progressed – thereby freeing up officer resource – and / or there is greater clarity on the Government's proposals and timetable for planning reform.
- 7.7 Following this decision, Cabinet resolved in July 2021 that the draft Developer Contributions SPD continue to be used as a material consideration in relevant planning decisions pending adoption of the new Local Plan. Officers will determine whether any areas of the Developer Contributions SPD require additional work prior to adoption and present any revised draft or final version(s) to Cabinet for their approval.
- 7.8 The implementation of the changes to the Community Infrastructure Levy Regulations introduced in April 2015 with regard to the pooling limits has meant that the 'tariff' system used to calculate contributions as set out in the SPD is now principally used only as a negotiating tool associated with a specific infrastructure project, otherwise it has little or no relevance. The pooling restriction was however lifted on 1 September 2019.
- 7.9 It has been agreed previously that annual reports on the status of the agreements be presented to the Area Committees so that Members are fully aware of the infrastructure projects the contributions are used towards in their particular area.

8. RELEVANT CONSIDERATIONS

8.1 Current legislation

- 8.1.1 The Community Infrastructure Levy (CIL) regulations set out three statutory tests which must be satisfied in order for planning obligations to be required. These tests are also set out within The National Planning Policy Framework (NPPF) which came into force on 28 March 2012 and repeated in the latest version of the NPPF at paragraph 57 (July 2021). The three statutory which all S106 Obligations must comply with are as follows:
- **Necessary to make the proposed development acceptable in planning terms;**
 - **Directly related to the proposed development; and**
 - **Fair and reasonably related in scale and kind to the proposed development**
- 8.1.2 The pooling limit introduced in April 2015 applied to any obligation which was completed after 6 April 2010. From 6 April 2015, in the determination of a planning application after this date the local planning authority was not allowed to request S106 funding for an

'infrastructure project' or 'types of infrastructure' if more than **5** obligations since 6 April 2010 have already been committed to that project.

A 'type of infrastructure' relates to the categories set out in the Council's SPD and is as follows:-

- community centre/halls;
- leisure facilities;
- play space;
- pitch sport;
- informal open space;
- sustainable transport; and
- waste collection facilities and recycling.

There is also provision for contributions towards public realm from non-residential development.

8.1.3 The Housing White Paper (February 2017) indicated that CIL was to be reviewed in Autumn 2017 in preparation for the Budget which was to include reform of S106 Obligations. This review was completed in September 2018 and one of its key recommendations was to abolish the 'pooling' restriction as it has the effect of preventing local planning authorities from considering the cumulative effect of developments on key services and infrastructure. The government had indicated that it would introduce legislation to remove the pooling restrictions which would represent a positive reform by providing more scope for Section 106 Obligations but also less incentive to adopt a CIL tariff as a result. The limitation was finally lifted by revisions to relevant regulations on 1 September 2019. The implication for this loosening of restrictions are being considered by officers and will be reflected in the forthcoming new Supplementary Planning Document relating to Planning Obligations. The draft document was presented to Cabinet in January 2020 and following a consultation exercise the final version was presented to Cabinet in July 2020. Cabinet endorsed the new Planning Obligations SPD but due to the postponement of the 2011-2031 Local Plan, the new SPD cannot be adopted until the new Local Plan is adopted, so any resolution to adopt the SPD will need to await the completion of the new Local Plan.

8.1.4 The recent publication of the White Paper 'Planning for the Future' may have implications for the future of S106 Obligations and locally applied CILs. The White Paper suggests that the government intends to abolish S106 Obligations insofar as they relate to financial contributions towards services and remove locally based CIL tariffs to be replaced by centrally set CIL rates that would apply across England, removing any local weighting or discretion over CIL levies.

8.2. Implications for the collecting of infrastructure contributions

8.2.1 The pooling restrictions related to the determination of planning applications after 6 April 2015 but it did not prevent:-

- i) the pooling of the contributions from more than 5 obligations which have been completed since 6 April 2010. This means that already collected S106 money from obligations after 6 April 2010 can still be pooled more than 5 times and spent after 6 April 2015. I would also confirm that this does not affect any funds that remain from prior to 2010 which to date have either not been allocated to a specific project or the implementation and spend is beyond 2015.
- ii) payments being collected after 6th April 2015 provided the obligations were before this date and they can be allocated as at present.

- 8.2.2 I can confirm that since 6 April 2010 more than 5 obligations have already been agreed breaching the pooling limit on each of the categories in the SPD and from April 2015 no further obligations have been agreed using the 'tariff system' within the SPD.
- 8.2.3 As the agreement to contributions now relate to specific infrastructure projects it is necessary for the Local Planning Authority to be a party to any agreement so the present and future use of Unilateral Undertakings will be limited and only used in exceptional circumstances.
- 8.2.4 Negotiations to seek contributions in accordance with the legislation and in particular the tests continue but as reported in previous years, there have been more challenges by developers citing amongst other matters the viability of a scheme and the specific need for the contributions.
- 8.2.5 Over the last few years, since the changes to the regulations Officers have progressed a limited number of agreements for major developments with the emphasis being the justification in order that the authority are not open to challenge. The agreed heads of terms for any application are set out in reports to the Planning Control Committee or delegated file notes associated with each planning application.
- 8.2.6 Since 2014 and reflected in the latest version of the National Planning Practice Guidance (NPPG) when implementing S106 Obligations no financial contributions can be sought for developments of 10 dwellings or less but in certain designated rural areas the Council may apply a lower threshold of 5 dwellings below which no affordable housing or financial contributions should be sought.

8.3 Use of existing funds

- 8.3.1 The three tests set out in paragraph 8.1.1 equally apply when allocating the monies received for the defined purpose. The applicant who has entered into a Section 106 Obligation or a unilateral undertaking has a right to seek a refund if these monies are not used for the appropriate purposes identified in either the specific agreement or the adopted SPD. Moreover, most Section 106 Obligations contain a 10 year pay back clause which the Council must meet if it has been unable to spend / allocate the funds to the identified project.
- 8.3.2 The important issue in this respect is that the spending of the contributions must be to **mitigate the effect of the development** i.e. that is the only reason for seeking contributions in the first instance.
- 8.3.3 An example of this would be an increased use and pressure on any play space within the vicinity of the site which may require additional equipment. There is no restriction for drawing down contributions from both Section 106 and UUs for a specific project subject to the recent changes in legislation.
- 8.3.4 To summarise the overall strategy for the spending of this money is principally by way of the Council's adopted capital projects and strategies e.g. the Greenspace Management Strategy which provides the background and justification for projects.
- 8.3.5 For infrastructure projects in outside of the control of this Council, where a commitment is shown and there is a justifiable need to improve the infrastructure, a project plan is required together with an order or receipt, before the contributions would be payable. Finally, other projects have been identified and come forward through local Councillors or the Community Development Officers.

8.4 SECTION 106 ACTIVITY FOR HITCHIN 2020/21

- 8.4.1 For this year I have set out relevant information in the appendices. As there were only a small number of new agreements across then whole District appendix 1 specifies all new agreements are set out in appendix 2. The remaining tables set out Payments received for Hitchin, funds allocated for Hitchin and then remaining funds for Hitchin.
- 8.4.2 As can be seen from these tables, as a result of CIL regulation restrictions, the number of new S106 Obligations entered into in the last financial year is very low. Also the discretionary pot and available funds where some discretion is allowed as to which projects can be funded is diminishing and will not be replaced. As a result of these realities and without an adopted CIL tariff the Council must look at other strategies to maximise the return of S106 funding for the benefit of our communities.

8.4.7 NEXT STEPS

- 8.4.8 To maximise future returns from S106 Obligations focus must turn to identifying relevant projects before the grant of planning permission and it is this area where work is on-going to improve the level of Member and community involvement
- 8.4.9 Officers have established with relevant Executive Members a more effective ward councillor consultation process for each qualifying planning application in their areas (i.e any scheme of over 10 dwellings). The consultation process enables Councillors to remain neutral on the outcome of the planning application (importantly not fettering their discretion if they sit on the Planning Control Committee) whilst at the same time using their local knowledge to assist officers in identifying local projects which may benefit from S106 funds.
- 8.4.10 For Parished areas and areas with Town Council representation the process involves greater involvement with the Parish and Town Councils, again striking a balance between allowing Parish and Town Council's to express their opinion on the merits of an planning application proposal but also seeking their input both as identifiers of potential projects and the deliverers of those projects in many instances.
- 8.4.11 For the remaining but ever diminishing discretionary funds Community Development Officers will continue to work with the Development and Conservation Manager and S106 Monitoring and Compliance Officer to distribute these funds to relevant organisations who are able to deliver key infrastructure for the benefit of the wider community.

9. LEGAL IMPLICATIONS

- 9.1 The Council requires Section 106 Agreements and Unilateral Undertakings where appropriate under the Town and Country Planning Acts where development involves matters which cannot be controlled by planning conditions. There are strict rules which govern the negotiation and implementation of matters covered by Section 106 Agreements and in essence these need to relate to the development proposed both in scale and kind. The Section 106 SPD has been formulated with those principles in mind and the implementation of the SPD is being undertaken in a satisfactory manner.

10. FINANCIAL IMPLICATIONS

- 10.1 Interest accruing on S106 receipts is pooled corporately and included in the total income arising from investments. This is the case with all of the Council's 'reserves' and investment interest is then used to contribute towards General Fund revenue expenditure. Risk arising from interest rate fluctuations is considered in the Corporate

Business Planning process and is a consideration when setting the level of balances. There may be occasions where the S106 agreement requires a refund with interest in the event that prescribed works are not acted upon.

10.2 The financial implications of a planning permission may be agreed but if the planning permission is not implemented the monies will not be received.

10.3 When negotiating monies for capital schemes there may be a delay in implementing those schemes which may result in a change of cost.

11. RISK IMPLICATIONS

11.1 The work associated with the implementation of the requirements of the Community Infrastructure Levy Regulations and the Section 106 SPD is currently contained within the existing work plans and resources. A review of the document has been incorporated within the work programme for the Local Plan following the resolution of Cabinet in July 2103 not to pursue a Community Infrastructure Levy for this Council for the time being.

12 EQUALITIES IMPLICATIONS

12.1 The Equality Act 2010 came into force on the 1st October 2010, a major piece of legislation. The Act also created a new Public Sector Equality Duty, which came into force on the 5th April 2011. There is a General duty, described in 12.2, that public bodies must meet, underpinned by more specific duties which are designed to help meet them.

12.2 In line with the Public Sector Equality Duty, public bodies must, in the exercise of its functions, give **due regard** to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.

12.3 There are not considered to be any direct equality issues arising from this report.

13. SOCIAL VALUE IMPLICATIONS

13.1 As the recommendations made in this report do not constitute a public service contract, the measurement of 'social value' as required by the Public Services (Social Value) Act 2012 need not be applied, although equalities implications and opportunities are identified in the relevant section at paragraphs 12.

14. ENVIRONMENTAL IMPLICATIONS

14.1 There are no known Environmental Implications associated with this report.

15 HUMAN RESOURCE IMPLICATIONS

15.1 There are no new human resource implications arising from the contents of this report as the monitoring of Section106 and Unilateral Undertakings is currently undertaken using existing staff resources.

16. APPENDICES

- 16.1 **Appendix 1** – Whole District – New agreements 2020/21
- Appendix 2** – Whole District - Specifics of new agreements 2021/22
- Appendix 3** – Hitchin – Payments received 2021/22
- Appendix 4** – Hitchin – Allocated Funds 2021/22
- Appendix 5** – Hitchin – Remaining funds

17. CONTACT OFFICERS

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18. BACKGROUND PAPERS

- 18.1 Section 106 Supplementary Planning Document adopted November 2006 and monitoring report.



Town: HITCHIN

<u>Planning Ref</u>	<u>Site Address</u>	<u>Date of Agreement</u>
19/01416/HYA	Land At 25-35 John Baker Place And 1-36, Freemans Close, Hitchin, Hertfordshire	15/05/2020
20/00073/FP	North Hertfordshire College, Cambridge Road, Hitchin, Hertfordshire, SG4 0JD	26/03/2021

Town: KNEBORTH PARISH COUNCIL

<u>Planning Ref</u>	<u>Site Address</u>	<u>Date of Agreement</u>
19/01244/FP	Odyssey Health Club, Old Knebworth Lane, Knebworth, Hertfordshire, SG2 8DU	03/11/2020

Town: ROYSTON TOWN COUNCIL

<u>Planning Ref</u>	<u>Site Address</u>	<u>Date of Agreement</u>
19/01172/HYA	Anglian Business Park, Orchard Road, Royston, Hertfordshire, SG8 5TW	09/10/2020

Town: ST IPPOLYTTS PARISH COUNCIL

<u>Planning Ref</u>	<u>Site Address</u>	<u>Date of Agreement</u>
19/03033/FP	Glyfada, Gosmore Road, Hitchin, Hertfordshire, SG4 9BE	27/05/2020

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Town: HITCHIN

<u>Receiving Authority</u> (NHDC/HCC)	<u>Planning Ref</u>	<u>Site Address</u>	<u>Date of Agreement</u>
NHDC	19/01416/HYA	Land At 25-35 John Baker Place And 1-36, Freemans Close, Hitchin, Hertfordshire	15/05/2020

Obligation Type:

CCTV

Obligation Amount

Provision and installation of 2 CCTV cameras within Development B in accordance with the advice of the operations manager of Hertfordshire CCTV Partnership Ltd prior to first occupation of Development B

Non Financial

Obligation Type:

Waste and Recycling

Obligation Amount

To be applied towards the cost of providing waste collection and recycling facilities serving the Development.

Amount Due	£3984.00
Payment Received	£5966.88
Available for allocation/spare	£5966.88

Obligation Type:

Healthcare

Obligation Amount

The sum of £48,130.61 towards the General Medical Services GP provision.

East and N. Herts CCG have been advised of receipt of contribution. Project to be advised by CCG and agreed to release funds as appropriate

Amount Due	£48130.61
Payment Received	£48130.61
Available for allocation/spare	£48130.61

Obligation Type:

Play Area

Obligation Amount

Play Area Scheme - for the layout, landscaping, construction and maintenance of the Play Area Land as Play Areas to be approved by the Council.

Play Area Programme - the programme for delivering the Play Area Scheme which for the avoidance of doubt should include a timetable for the delivery of the Play Area Scheme in phases linked to delivery of corresponding parts of the development.

Play Area Management Scheme - means the scheme for the long-term management and maintenance of the Play Area Land by a Management Body to be approved by the Council. All above to be submitted to Council for approval prior to Commencement of Development B.

From commencement of Development B to lay out the Play Area Land in accordance with the Play Area Scheme and the Play Area Programme and fully implement and comply with the Play Area Scheme. Play Area land to be fully laid out and transferred to Management Body prior to occupation of 80% of dwellings in Development B.

The Play Area Land is to be maintained and retained in perpetuity.

Non Financial

Obligation Type:

HCC Obligations:	<u>Obligation Amount</u>
Primary Education (104,540.23), Secondary Education (£82,437.71), Youth £1929.20), Libraries (£14,747.63), Travel Plan Evaluation and Support (£6898.01), Sustainable Transport (£85,715)	
Amounts in brackets are sums received by HCC as advised	
26.10.2020	
	Collect/spend via HCC

Town: HITCHIN

<u>Receiving Authority</u> (NHDC/HCC)	<u>Planning Ref</u>	<u>Site Address</u>	<u>Date of Agreement</u>
NHDC	20/00073/FP	North Hertfordshire College, Cambridge Road, Hitchin, Hertfordshire, SG4 0JD	26/03/2021

Obligation Type:

Affordable Housing

Obligation Amount

17 of the dwellings as detailed on plan 7944/P122C

Affordable Rented Units - 2 x 1-bed flats (inc 2 wheelchair accessible), 4 x 2-bed flats, 1 x 2-bed flat over garage, 1 x 3-bed house

Shared Ownership 6 x 3-bed houses

Non Financial

Obligation Type:

Public Open Space

Obligation Amount

Submission of Public Open Space scheme prior to commencement of development-received and confirmed 11.06.2021. This part of obligation has been met

To be laid out in accordance with approved scheme prior to occupation of 50% of dwellings

To be transferred to Management Company (as identified prior to commencement of development) prior to occupation of 80% of dwellings

Non Financial

Obligation Type:

Sports Facilities

Obligation Amount

(including Community Use Agreement and Interim Arrangements)

1. Developer to notify DC and Sport England within 10 working days of date existing artificial grass pitch is no longer available for use (Notified as 12 April 2021)

2. To provide or ensure provision of artificial grass pitch at Priory School within 12 months of date provided in point 1 (Due 12 April 2022)

3. To ensure Priory School Improvements (improvements to existing grass pitches at Priory School) are completed within 24 months of date as provided in point 1 (Due 12 April 2023)

4. To notify DC and Sport England within 10 working days of date existing sports pitches (existing pitches marked "sports fields" on existing layout plan) are no longer available for public use (Notified as 12 April 2021)

5. To provide new artificial grass pitch and make available for community use within 12 months of date provided in paragraph 4 (Due 12 April 2022)

6. To notify DC within 10 working days of date use of existing sports hall has ceased and no longer available for use (Notified as 17 May 2021)

7. To provide sports facilities (proposed new sports building, proposed artificial grass pitch and proposed parking as per proposed site plan) within 12 months of date as provided for para 6 (Due 17 May 2022)

8. to ensure insofar as possible compliance with the Interim Arrangement Plan (Appendix 1 of Agreement)

Non Financial

Obligation Type:

Waste and Recycling

Obligation Amount

Sum of £71.00 per dwelling house; £54.00 per flat with self contained garden; £26.00 per flat with shared or no amenity index linked towards costs of waste and recycling serving the community

Prior to first occupation, 5 year payback clause.

Obligation Type:

Ecological Contribution
£10,000 for improvements to Purwell Meadows Local Nature Reserve (index linked)
Prior to first occupation, 5 year payback clause

Obligation Amount

Amount Due £10000.00

Obligation Type:

Car Club
Club operated and managed by Accredited Car Club provider, club to be:
club where members can book and use cars owned by the Accredited Car Club provider and parked in the car club space to offer an alternative to car ownership and reduce private car parking.
Car Club Parking Space is identified on plan
Car club to be established prior to occupation of development.
Details to be approved by Council. Evidence to be provided of reasonable endeavours to enter into Car Club but has not been able to do so. Same with provision of car club parking space.

Obligation Amount

Non Financial

Obligation Type:

HCC Obligations:
Childcare; Library; Primary Education; Secondary Education; Sustainable Transport; Travel Plan; Youth

Obligation Amount

Collect/spend via HCC



Town: KNEBWORTH PARISH COUNCIL

<u>Receiving Authority</u> (NHDC/HCC)	<u>Planning Ref</u>	<u>Site Address</u>	<u>Date of Agreement</u>
NHDC	19/01244/FP	Odyssey Health Club, Old Knebworth Lane, Knebworth, Hertfordshire, SG2 8DU	03/11/2020

Obligation Type:

Affordable Housing

Obligation Amount

16 of the affordable units are affordable rented units and 6 are
shared ownership

Affordable Rented Units

6 x 1-bed flats

10 x 2-bed flats

Shared Ownership

5 x 1-bed flats

1 x 2-bed flat

Non Financial

Obligation Type:

Open Space

Obligation Amount

£21056.95 (index linked) towards open space enhancements
in Knebworth (open space ☐ public open space or play
space).

Obligation due prior to first occupation. 10 year payback
Clause

Amount Due

£21056.95

Obligation Type:

Play Space

Obligation Amount

£31408.44 (index linked) towards play space and equipment
improvement in Knebworth

Obligation due prior to first occupation. 10 year payback
clause

Amount Due

£31408.44

Obligation Type:

NHS Contribution

Obligation Amount

£60871.07 towards local health care provision

Obligation due prior to first occupation. 10 year payback
clause

Amount Due

£60871.07

Obligation Type:

Waste and Recycling

Obligation Amount

£4126.00 (index linked) towards the cost of providing waste
collection and recycling facilities serving the development.

Obligation due prior to first occupation. 10 year payback
clause

Amount Due

£4126.00

Obligation Type:

HCC Obligations:

Obligation Amount

Bus Stop Improvement

Library Services

Primary Education

Secondary Education

Youth Services

Collect/spend via HCC



Town: ROYSTON TOWN COUNCIL

<u>Receiving Authority</u> (NHDC/HCC)	<u>Planning Ref</u>	<u>Site Address</u>	<u>Date of Agreement</u>
NHDC	19/01172/HYA	Anglian Business Park, Orchard Road, Royston, Hertfordshire, SG8 5TW	09/10/2020

Obligation Type:

Affordable Housing

Obligation Amount

Phase 1 - 5 x 1 bed flats and 3 x 2 bed flats (all as affordable housing units)

30% of dwellings in any further phases are to be affordable housing (all as affordable housing units). Affordable Housing Scheme required detailing number of affordable units, breakdown of mix, size and tenure and location of affordable units in each further Phase

Not to occupy more than 50% of open market dwellings in each Phase till 50% of AHU in that phase have been constructed, transferred to an Affordable Housing Provider and appropriate processes for nominations followed with NHDC.

Not to occupy more than 75% of open market dwellings in each Phase until all AHU have been constructed, transferred to an Affordable Housing Provider and appropriate processes for nominations followed with NHDC.

Non Financial

Obligation Type:

Cycle Parking Facilities

Obligation Amount

£7274 (index linked) to be applied towards the provision of improved cycle parking facilities in Royston town centre.

To be paid in 3 installments:

First Payment Date: 34% Prior to occupation of 13 dwellings

Second Payment Date: 33% Prior to occupation of 34 dwellings

Third Payment Date: 33% Prior to occupation of 54 dwellings

Amount Due

£7274.00

Obligation Type:

Waste and Recycling

Obligation Amount

£71.00 per dwelling house

£54.00 per dwelling flat (with own garden)

£26.00 dwelling flat (no amenity space)

All index linked

To be paid in 3 installments:

First Payment Date: 34% Prior to occupation of 13 dwellings

Second Payment Date: 33% Prior to occupation of 34 dwellings

Third Payment Date: 33% Prior to occupation of 54 dwellings

Amount Due

Obligation Type:

Open Space	<u>Obligation Amount</u>
To submit the LAP Scheme, Open Space Scheme, Open Space Management Scheme and Open Space Programme to Council for approval prior to commencement for each Phase. Approval for each required before commencement of each Phase.	
Not to permit 80% occupation of dwellings in Phase until Open space in that Phase has been laid out in accordance with above.	
On occupation of all dwellings in Phase, to transfer Open Space to Management Company.	
	Non Financial
<u>Obligation Type:</u>	
HCC Obligations	<u>Obligation Amount</u>
First Education Contribution	
Libraries Contribution	
Middle Education Contribution	
Youth Contribution	
To be monitored and collected by Hertfordshire County Council.	
	Collect/spend via HCC



Town: ST IPPOLYTTS PARISH COUNCIL

<u>Receiving Authority</u> (NHDC/HCC)	<u>Planning Ref</u>	<u>Site Address</u>	<u>Date of Agreement</u>
NHDC	19/03033/FP	Glyfada, Gosmore Road, Hitchin, Hertfordshire, SG4 9BE	27/05/2020

Obligation Type:

Footpath and Highways Improvement
Contribution of £16,505.64 applied towards the design and construction of footpath and highways works in the vicinity of the development.

Sum transferred to HCC (Gary Henning)

HCC advised of receipt 09.09.2020

Obligation Amount

Amount Due	£16500.00
Payment Received	£16505.64
Amount Spent	£16505.64
Balance	£0.00

Obligation Type:

HCC Obligations:
Childcare Facilities
Libraries
Primary Education
Secondary Education
Youth Contribution

Obligation Amount

Collect/spend via HCC

S106 Monitoring
Payments Received - Hitchin 01.04.2020-31.03.2021

Town	Recipient	Details of related planning application	Date of Agreement	Agreement Type	Benefits Secured	Date Payment Received	Repayment Date	Amount Received	Status
Hitchin	NHDC	19/01416/HYA John Barker Place - Redevelopment	15/05/2020	UU	Waste and Recycling To be applied towards the cost of providing waste collection and recycling facilities serving the Development.	21/12/2020	N/A	5,966.88	LIVE TO BE ALLOCATED
Hitchin	NHDC	19/01416/HYA John Barker Place - Redevelopment	15/05/2020	UU	Healthcare The sum of £48,130.61 towards the General Medical Services GP provision. East and N.Herts CCG have been advised of receipt of contribution. Project to be advised by them and agreed to release funds as appropriate (details to CCG 08.01.2021)	21/12/2020	N/A	48,130.61	LIVE TO BE ALLOCATED

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S106 Monitoring
Allocated Obligations - Hitchin 01.04.2020-31.03.2021

Town	Recipient	Details of related planning application	Date of Agreement	Agreement Type	Benefits Secured	Repayment Date	Amount Received	Amount Allocated to Project	Status
Project: Provision of Football changing Pavillion, Walsworth Common									
Hitchin	NHDC	07/00440/1 Gainsford Memorial Hall and 15 Radcliffe Road, Hitchin Change of use of Sikh Temple to residential and partial demolition and extension of existing buildings to provide 2 x two bedroom houses, 4 x one bedroom flats and 3 x two bedroom flats	12/03/2007	UU	Walsworth Changing Pavillion Pitch Sports - Allocated to new football changing pavillion, Walsworth Common £2035.24 spent year end 2019, balance £221.62 remains allocated to project	N/A	2,256.86	2,256.86	Allocated
Hitchin	NHDC	08/02132/1 43 Byron Close, Hitchin Two bedroom dwelling attached to existing semi-detached dwellings; formation of vehicular access to proposed car parking providing an additional 1.5 spaces	26/09/2008	UU	Walsworth Changing Pavillion Pitch Sports - Allocated to new football changing pavillion, Walsworth Common	N/A	309.00	309.00	Allocated
Hitchin	NHDC	09/00798/1 Land off St Faiths Close, Hitchin Erection of detached 3-bedroom house together with associated parking and landscaping	13/07/2009	UU	Walsworth Changing Pavillion Pitch Sports - Allocated to new football changing pavillion, Walsworth Common	N/A	476.17	476.17	Allocated
Hitchin	NHDC	09/01949/1 88 Times Close, Hitchin Erection of two 3-bed houses as semi-detached dwellings together with detached garage for each dwelling and associated parking	19/06/2009	UU	Walsworth Changing Pavillion Pitch Sports - Allocated to new football changing pavillion, Walsworth Common	N/A	938.12	938.12	Allocated

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Hitchin	NHDC	09/02165/1 30 and 31 Tristram Road and land to r/o 25-31 Tristram Road, Hitchin Redevelopment of land to r/o 25-31 Tristram Road to facilitate residential development of affordable housing comprising one 3-storey block to provide 7 one-bedroom flats; 8 two-bedroom houses as 4 semi-detached pairs; 1 detached bungalow and 1 five-bedroom detached house; provision of detached bin and cycle store; provision of 27 car parking spaces and creation of adoptable access road following demolition of 30 and 31 Tristram Road	02/08/2010	UU	Walsworth Changing Pavillion Pitch Sports - Allocated to new football changing pavillion, Walsworth Common	N/A	2,715.60	2,715.60	Allocated
Hitchin	NHDC	10/00370/1 6 Willian Road, Hitchin Provision of 2-bedroom dwelling attached to no 6 Willian Road following demolition of existing side extension	16/03/2010	UU	Walsworth Changing Pavillion Pitch Sports - Allocated to new football changing pavillion, Walsworth Common	N/A	326.22	326.22	Allocated
Hitchin	NHDC	10/02542/1 Highover Cottages, Highover Way, Hitchin Erection of 3-bedroom detached dwelling together with provision of associated parking comprising 2 spaces for new dwelling and 1 space each for existing cottages	02/12/2010	UU	Walsworth Changing Pavillion Pitch Sports - Allocated to new football changing pavillion, Walsworth Common	N/A	454.04	454.04	Allocated
Hitchin	NHDC	11/00265/1 6 Station Terrace, Hitchin SG4 9UN Erection of 2 x 3-bedroom dwellings as semi-detached pair together with associated cycle stores	03/02/2011	UU	Walsworth Changing Pavillion Pitch Sports - Allocated to new football changing pavillion, Walsworth Common	N/A	894.33	894.33	Allocated
Hitchin	NHDC	15/02069/1 North Hertfordshire College, Willian Road, Hitchin Residential development of 85 dwellings comprising 6 apartment blocks to accommodate 75 x 1 and 2 bedroom apartments together with two terraces of 3 x 3 bed houses and 1 terrace of 4 x 3 bed houses; provision of 120 parking spaces, associated landscaping and vehicular access from Cambridge Road, Willian Road and Hampden Road following demolition of existing college building	13/05/2016	S106	Walsworth Changing Pavillion Pitch Sports - Allocated to new football changing pavillion, Walsworth Common	16/02/2028	85662.86	85662.86	Allocated

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Hitchin	NHDC	15/02831/1 Land East Of Cooks Way, Cambridge Road, Hitchin 3-storey residential development comprising 8 x 1-bed and 10 x 2-bed flats together with associated amenity space, parking, cycle shed and refuge store	10/06/2016	S106	Walsworth Changing Pavillion Pitch Sports - Allocated to new football changing pavillion, Walsworth Common	05/10/2027	5851.98	5851.98	Allocated
Project: Sustainable Transport - Electric Vehicle Points									
Hitchin	NHDC	09/02367/1 Land to r/o 54 Wymondley Road, Hitchin Residential development comprising 3 three-bed and 1 four-bed detached dwellings together with provision of new vehicular and pedestrian access from The Aspens	16/12/2009	UU	Sustainable Transport £1000 spent - installation of dual charge points for electric vehicles at Lairage Multi Storey Car Park. £6732.33 allocated to Wymondley Road Crossing (HCC Project)	N/A	7732.33	6732.22	Part spent, balance allocated
Project: Play Area, King George V Rec									
Hitchin	NHDC	10/03032/1 271 Bedford Road, Hitchin, SG5 2UG Extension of time for previously approved planning permission under planning ref 07/02288/1 granted on 29 October 2007 for the erection of two storey building to provide 8 two-bedroom flats together with associated parking and cycle store and alterations to existing access following demolition of existing bungalow.	03/02/2011	UU	Informal Open Space Allocated to King George V Rec - main play area	N/A	2393.14	2393.14	Allocated
Hitchin	NHDC	11/01825/1 23 Bedford Road, Hitchin Installation of front bay window and steel staircase to rear first floor to facilitate change of use of existing ground floor retail unit to 1-bedroom residential accommodation and refurbishment of existing first floor residential accommodation.	19/07/2011	UU	Informal Open Space Allocated to King George V Rec - main play area	N/A	256.43	256.43	Allocated
Project: Affordable Housing - John Barker Place									
Hitchin	NHDC	11/00694/1 Lyon Court, Walsworth Road, Hitchin, SG4 9SX Change of use of offices (Use Class B1(A)) and extension to provide 423sqm of convenience store floorspace (including retail, holding and back of house areas (Use Class A1)) and 35 flats (Use Class C3) with associated landscaping, car and cycle parking	15/09/2011	UU	Affordable Housing Obligation (financial contirbution in addition to affordable housing provided on site): To be applied towards the provision of Affordable Housing within the District of North Hertfordshire - allocated to provision of affordable housing at John Barker Place, Westmill Estate, Hitchin as part of a wider regeneration scheme including demilition of existing community centre, shops, maisonettes and games area and provision of new community centre, shops, flats and games area.	N/A	37,357.31	37,357.31	Allocated

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Project: Walsworth Common Replacement Sports Pitches									
Hitchin	NHDC	15/00192/1 Hitchin Cricket and Hockey Ground, Lucas Lane, Hitchin, SG5 2JA Development A) Outline application for erection of 27 dwellings with access from Lucas Lane - details of scale, layout, design and landscaping are reserved; Development B) Full planning application for the provision of all weather sports pitch with 8 x 15m floodlight columns, replacement clubhouse, scoreboard/implement shed with changing facilities, widened access from Gaping Lane and provision of additional parking	17/03/2016	S106	Walsworth Common Replacement Sports Pitches - Pitch Sports Towards replacement sports pitches at Walsworth Common. Deed is conditional upon grant of planning permission and commencement of development. Council covenants to use reasonable endeavours to commence replacement sport pitches works within 18 months of receiving payment of contribution and to use reasonable endeavours to complete works within 18 months of commencing same. There will be a 10 year payback clause from receipt of payment. £783.43 spent 18/19 £73,610.18 spent 19/20 £20038.20 spent 20/21 Balance remains allocated to project	08/05/2028	122,563.66	28,131.85	Part spent, balance remains allocated
Project: Scheme of Works at Butts Close									
Hitchin	NHDC	15/01385/1 Hitchin Hospital, Talbot Street, Hitchin, SG5 2QU - Residential development of 18 dwellings comprising 3 x 3 bed dwellings, 14 x 4 bed dwellings and 1 x 5 bed dwelling together with associated garages and parking, landscaping and alterations to existing access from Talbot Street, all following demolition of existing buildings.	25/11/2015	S106	Open Space Scheme of works at Butts Close including provision of new paths, access gates and interpretation boards	24/08/2028	22,634.28	22,634.28	Allocated

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Town	Recipient	Details of related planning application	Date of Agreement	Agreement Type	Benefits Secured	Repayment Date	Amount Received	Status
Obligation Type: Affordable Housing								
Hitchin	NHDC	15/00192/1 Hitchin Cricket and Hockey Ground, Lucas Lane, Hitchin Development A) Outline application for erection of 27 dwellings with access from Lucas Lane - details of scale, layout, design and landscaping are reserved;	17/03/2016	S106	Affordable Housing To be applied by NHDC towards the provision of off-site affordable housing within the District of North Hertfordshire.	27/08/2029	261,065.97	Live to be allocated
Hitchin	NHDC	17/01496/1 Legion House, Paynes Park, Hitchin, SG5 1EH Residential development comprising 3-storey building to provide 3 x 1 and 9 x 2-bed flats together with all associated works and bin and cycle store following demolition of existing building	18/12/2017	UU	Affordable Housing To be applied towards the provision of off-site Affordable Housing within the District	N/A	91,036.44	Live to be allocated
Obligation Type: Healthcare								
Hitchin	NHDC	19/01416/HYA John Barker Place - Redevelopment	15/05/2020	UU	Healthcare The sum of £48,130.61 towards the General Medical Services GP provision. East and N.Herts CCG have been advised of receipt of contribution. Project to be advised by them and agreed to release funds as appropriate (details to CCG 08.01.2021)	N/A	48,130.61	Live to be allocated
Obligation Type: Informal Open Space								
Hitchin	NHDC	10/00344/1 Land rear of 83-84, Tilehouse Street, Hitchin, SG5 Residential development comprising terrace of 3 x 2-bed dwellings together with associated parking	15/02/2010	UU	Informal Open Space Total obligation collected: £1086.76 £232.36 spent improvements at Smithsons Recreation Ground £854.40 Balance to be allocated to alternative project	N/A	854.40	Live to be allocated

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Hitchin	NHDC	12/01122/1 34a Woolgrove Road, Hitchin, SG4 0AT Erection of one 3 bedroom detached dwelling, detached garage and associated works following demolition of existing garage and workshop	31/05/2012	UU	Informal Open Space	N/A	561.65	Live to be allocated
Obligation Type: Information Technology								
Hitchin	NHDC	15/02069/1 North Hertfordshire College, Willian Road, Hitchin Residential development of 85 dwellings comprising 6 apartment blocks to accommodate 75 x 1 and 2 bedroom apartments together with two terraces of 3 x 3 bed houses and 1 terrace of 4 x 3 bed houses; provision of 120 parking spaces, associated landscaping and vehicular access from Cambridge Road, Willian Road and Hampden Road following demolition of existing college building	13/05/2016	S106	Information Technology This obligation is for the setting up of a community website to enable homeworking equipment within the flats. When known these funds will need to be given to the community group set up to look after this	28/11/2017	660.00	Live to be allocated
Obligation Type: Open Space								
Hitchin	NHDC	15/02069/1 North Hertfordshire College, Willian Road, Hitchin Residential development of 85 dwellings comprising 6 apartment blocks to accommodate 75 x 1 and 2 bedroom apartments together with two terraces of 3 x 3 bed houses and 1 terrace of 4 x 3 bed houses; provision of 120 parking spaces, associated landscaping and vehicular access from Cambridge Road, Willian Road and Hampden Road following demolition of existing college building	13/05/2016	S106	Open Space Towards improvements at Walsworth Common including public access	28/11/2027	33,014.54	Live to be allocated
Hitchin	NHDC	15/02831/1 Land East Of Cooks Way, Cambridge Road, Hitchin 3-storey residential development comprising 8 x 1-bed and 10 x 2-bed flats together with associated amenity space, parking, cycle shed and refuge store	10/06/2016	S106	Open Space Maintenance Contribution Towards improvements at Walsworth Common, Hitchin and public access improvements	05/10/2027	6,413.13	Live to be allocated
Obligation Type: Play Space								
Hitchin	NHDC	07/00816/1 1a Verulam Road, Hitchin Three storey studio apartment following demolition of existing workshop	19/03/2007	UU	Play Space Spent play equipment at Walsworth Common play area. Balance of £35.73 remains which is to be reallocate	N/A	35.83	Live to be allocated

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Hitchin	NHDC	10/00344/1 Land rear of 83-84, Tilehouse Street, Hitchin, SG5 Residential development comprising terrace of 3 x 2-bed dwellings together with associated parking	15/02/2010	UU	Play Space Total contribution: £2010.51 £429.87 spent at Smithsons Recreation Ground £1580.64 balance to be spent	N/A	1,580.64	Live to be allocated
Hitchin	NHDC	12/01122/1 34a Woolgrove Road, Hitchin, SG4 0AT Erection of one 3 bedroom detached dwelling, detached garage and associated works following demolition of existing garage and workshop	31/05/2012	UU	Play Space	N/A	1,038.22	Live to be allocated
Hitchin	NHDC	13/00270/1 113 Cambridge Road, Hitchin, SG4 0JH Detached 4 bedroom dwelling utilising existing access to no.113.	14/03/2013	UU	Play Space	N/A	1,006.12	Live to be allocated
Hitchin	NHDC	13/03044/1 46-48 Bradleys Corner, Hitchin Two 3-bedroom detached houses with vehicular access from Desborough Road	01/02/2014	UU	Play Space	N/A	1,971.33	Live to be allocated
Obligation Type: Public Realm								
Hitchin	NHDC	11/00694/1 Lyon Court, Walsworth Road, Hitchin, SG4 9SX Change of use of offices (Use Class B1(A)) and extension to provide 423sqm of convenience store floorspace (including retail, holding and back of house areas (Use Class A1)) and 35 flats (Use Class C3) with associated landscaping, car and cycle parking	15/09/2011	UU	Public Realm	N/A	9,952.18	Live to be allocated
Obligation Type: Traffic Regulation Order								
Hitchin	NHDC	15/00192/1 Hitchin Cricket and Hockey Ground, Lucas Lane, Hitchin, SG5 2JA Development A) Outline application for erection of 27 dwellings with access from Lucas Lane - details of scale, layout, design and landscaping are reserved; Development B) Full planning application for the provision of all weather sports pitch with 8 x 15m floodlight columns, replacement clubhouse, scoreboard/implement shed with changing facilities, widened access from Gaping Lane and provision of additional parking	17/03/2016	S106	Traffic Regulation Order To be applied towards dealing with parking and/or congestion issues on access roads leading to the development site. Deed is conditional upon grant of planning permission. Obligation is due prior to commencement of development	08/05/2028	6,261.90	Live to be allocated

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Hitchin	NHDC	15/01385/1 Hitchin Hospital, Talbot Street, Hitchin, SG5 2QU - Residential development of 18 dwellings comprising 3 x 3 bed dwellings, 14 x 4 bed dwellings and 1 x 5 bed dwelling together with associated garages and parking, landscaping and alterations to existing access from Talbot Street, all following demolition of existing buildings.	15/09/2011	S106	Traffic Regulation Order For off-site highways works in Oughton Head Lane such as removal of existing on-street parking and associated white-lining etc.	24/08/2028	5,325.72	Live to be allocated
Obligation Type: Waste and Recycling								
Hitchin	NHDC	15/00192/1 Hitchin Cricket and Hockey Ground, Lucas Lane, Hitchin, SG5 2JA Development A) Outline application for erection of 27 dwellings with access from Lucas Lane - details of scale, layout, design and landscaping are reserved; Development B) Full planning application for the provision of all weather sports pitch with 8 x 15m floodlight columns, replacement clubhouse, scoreboard/implement shed with changing facilities, widened access from Gaping Lane and provision of additional parking	17/03/2016	S106	Waste and Recycling To be applied to waste and recycling facilities serving the development	21/05/2029	2,781.36	Live to be allocated
Hitchin	NHDC	17/01496/1 Legion House, Paynes Park, Hitchin, SG5 1EH Residential development comprising 3-storey building to provide 3 x 1 and 9 x 2-bed flats together with all associated works and bin and cycle store following demolition of existing building	18/12/2017	UU	Waste and Recycling To be applied to waste and recycling facilities serving the development	N/A	324.71	Live to be allocated
Hitchin	NHDC	19/01416/HYA John Barker Place - Redevelopment	15/05/2020	UU	Waste and Recycling To be applied to waste and recycling facilities serving the development	N/A	5,966.88	Live to be allocated